

Position Description:

Renaissance Behavioral Health Systems, a comprehensive nonprofit mental health and social services provider and Joint Commission accredited organization, is currently seeking a **Purchasing Coordinator** to work at one of our Jacksonville locations.

The Purchasing Coordinator is responsible for coordinating purchasing needs under the supervision of the Director. Coordinates product and vendor research. Responsible for maintaining purchasing, distribution, and inventory records. Responsible for the physical inventory including receiving, stocking and distribution. Responsible for reproducing, maintaining inventory and distributing in house forms.

Duties include but are not limited to:

- Coordinates activities involved in procuring goods and services.
- Reviews requisitions and advises managers when an item or quantity is questionable.
- Confers with vendors to obtain product or service information, such as price, availability and delivery schedule.
- Prepares purchase orders.
- Maintains procurement records such as items or services purchased, cost of items, and delivery.
- Discusses defective or unacceptable goods with users, vendors and others to determine source of trouble and corrective action
- Corresponds with Director of Purchasing and Food Services and Accounts Payable on billing and invoices for items received.
- Coordinates inventory and purchasing requests.
- Responsible for receipt of vendor shipment and the physical placement of items into stock or distribution to the appropriate company/ departments.
- Receives and fills orders from employees for company uniforms. Monitors inventory and orders additional items as needed.
- Responsible for the production of all in house flat forms using a Risograph print machine or copy machine.

Position Requirements:

In order to be considered, candidates must have an Associate degree or two years equivalent college level education and one year purchasing and vendor relations experience required OR a High School diploma and two years of directly applicable purchasing and vendor relations experience required.

Must be able to interact appropriately with internal and external customers, including vendors, supervisory staff and other department professionals.

Position Details:

This is a Full Time Days position: Monday through Friday

This full time position offers a comprehensive benefits package.