



## **Purchasing and Logistics Coordinator – Job Summary**

January 24, 2019

Flores Automation is seeking an experienced Purchasing and Logistics Coordinator to help manage procurement and handling of materials needed to support our growing company.

If you enjoy building strong vendor relationships, optimizing purchasing processes, and coordinating the flow of vital materials you will have fun in this role.

### **Responsibilities and Duties**

Primary responsibilities will be to manage all purchases based on requests from engineering, manufacturing, sales, and other team members. Also, to establish and maintain buying strategies that maximize our profitability while adhering to our high-quality standards. Along with managing the purchasing process coordinate all shipping and receiving functions.

### **Qualifications and Skills**

To help ensure success in this exciting role the following background is preferred:

- Minimum 2 years of relevant experience.
- Minimum of high school diploma. Prefer formal business training or degree.
- Highly proficient with Microsoft Office, particularly Excel.
- Proven experience with data analysis, buying trends, and buying strategies.
- Adept and experienced at building strong vendor relationships and programs.

In addition, the following characteristics will provide a solid fit:

- Team Player
- Detail Oriented
- Excellent Communication Skills
- Highly Motivated
- Thrives in a fast paced and innovative family environment.

Flores Automation offers a very competitive compensation package, full benefits, and a casual work environment.

We look forward to hearing from you.

### **Flores Automation**

S84W18693 Enterprise Drive  
Muskego, Wisconsin 53150!