

Position Title: Procurement & Inventory Coordinator
Reports To: Director, Solutions Design

Department: Procurement
FLSA Status: Non-Exempt

General Summary:

The Procurement & Inventory Coordinator's main responsibilities will be company-wide purchasing and inventory control.

Essential Job Functions:

- Process Tickets in MCMOSS for repair, facilities, shipments etc.
- Process and receive purchase orders and equipment in Great Plains for Accounting
- Process NISC Service Order Requests for equipment
- Provide support for company own facilities and leased locations, interacting with vendors and landlords
- Monthly Inventory Counts and Controls
- Interact with Vendors for quotes, purchase orders, warranty items, etc.
- Receiving shipments via UPS/FedEx etc.
- Maintaining stock and inventory levels
- Maintain information on tools purchased
- End of Year ILEC/CLEC Report for Corporate
- Maintain information on vehicles, registrations, inspections, gas cards, repairs
- Performs all other related duties as assigned by management.*

*These tasks do not meet the Americans with Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

Knowledge, Skills, and Abilities:

- Ability to communicate with customers, co-workers, and various business contacts in a professional and courteous manner as well as function as a team player.
- Knowledge of industry specifications and standards.
- Knowledge of company products, services, policies and procedures.
- Skill in identifying problems and resolutions.
- Ability to work with numbers and calculations and follow written and oral instructions
- Ability to pay close attention to detail and schedules.

- Accepts responsibility for independent decisions and works with minimal supervision.

Education and Experience:

2 or 4 year degree preferred, high school diploma required.

Physical Requirements:

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports.				X
Hearing: Must be able to hear well enough to communicate with employees and business contacts.				X
Standing/Walking:			X	
Climbing/Stooping/Kneeling:		X		
Lifting/Pulling/Pushing:		X		
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Good working conditions; will involve exposure to some of the elements listed above.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

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