The Purchasing Coordinator is responsible for communicating with suppliers for purchasing trading products, warehouse, and office supplies.

**Responsibility:**

**Purchasing**
- Process billing and receiving entries
- Validate receiving and inbound process with warehouse
- Coordinate freight forwarding for importing trading goods and resolve importing issues
- Maintain and request all required documents from supplier
- Maintain hard & soft copies of purchasing documents

**Inventory**
- Monitor, track, and reconcile inventory at all times
- Maintain master trading products list
- Coordinate with Sales and Marketing and SCM team for keeping updated inventory stock levels and for implementing promotional programs
- Analyze inventory levels against stock movements and projections
- Perform physical inventory check periodically
- Forecast required stock and process purchase orders

**Support**
- Assist accounting staff with interim and final audit

**Essential requirements:**
- Bachelor’s Degree in Business Administration or a related field
- Purchasing & importing or related experience
- Excellent interpersonal and communication skills
- Ability to interact with vendors in a professional manner
- Must be detail-oriented, accurate, and must be able to handle confidential matters
- Strong knowledge of Microsoft Office (Word, Excel, and PowerPoint)

**Preferred Knowledge, Skills and Experience:**
- Knowledge of importing goods process preferred
- Microsoft Dynamics NAV experience preferred
- Bilingual in English and Korean highly preferred to communicate with vendors

We are an E-Verify participant

Successful completion of a post-offer, pre-employment drug screen and criminal background check is required.

Please submit resume with salary/hourly requirements to Kathy.hewitt@tmitrading.com