

PROCUREMENT COORDINATOR

We are seeking a detail-oriented Procurement Coordinator to join our team. This role is crucial in ensuring that our supply chain operates smoothly, efficiently, and cost-effectively.

Key Responsibilities:

- Develop and implement procurement strategies
- Identify, evaluate, and negotiate with suppliers to secure high-quality products at competitive prices.
- Manage purchase orders, ensuring timely and accurate delivery of goods.
- Prepare reports on purchasing trends, cost analysis, and inventory performance to support strategic decision-making.
- Draft, review, and negotiate contracts and agreements.

Requirements:

- Bachelor's degree in Supply Chain Management, Business Administration, or a related field preferred.
- Strong negotiation, problem-solving, and analytical skills.
- Excellent communication and relationship-building abilities.
- High attention to detail, organized, and able to manage multiple tasks with competing deadlines.

The pay rate is \$23.25 per hour. It is a 35-hour workweek.

Interested Candidates should submit cover letter and resume to:

County of Indiana

Attn: Melissa Miller

825 Philadelphia Street

Indiana, PA 15701