



## **Purchasing Coordinator SERRV International**

Based in Madison, WI, **SERRV International** is a fair trade, nonprofit organization dedicated to creating sustainable employment, fair wages and social benefits for small-scale global artisans and farmers with few opportunities for income. Our beautiful handmade products are sold through our catalog and web site (SERRV.org), and through retail stores around the country.

Reporting to our Merchandising Director, our **Purchasing Coordinator** will assist in critical company workflow that ensures our purchasing supports our customer sales demand and mission goals. This key member of our Purchasing team will help us procure products in a timely and efficient way, helping coordinate analytics in preparation for purchasing, place purchase orders, and manage supply chain data related to our international artisan producers.

The ideal candidate will possess excellent organizational, teamwork and communication skills, thrive in a fast paced environment, and share our commitment to Fair Trade as a way to reduce poverty and empower marginalized artisans around the world.

### **RESPONSIBILITIES**

- Assist in monitoring inventory levels, and preparing sales and stock status reports
- Assist with forecasting product sales based on historical and anticipated customer demand
- Initiate purchase orders for domestic and select international vendors, ensuring sufficient quantities are in stock
- Work with our producers to optimize delivery forecasts, logistics and shipping
- Assist in communicating with our third party logistics management company
- Assist in managing our domestic and international payment schedule for our vendors, and communicate with Accounts Payable on payment requirements
- Work with our warehouse to ensure receiving paperwork is in order
- Help identify and reduce obsolete inventory, and work with our merchandising and sales teams to identify new mark-downs
- Manage our sample inventory, including organization of incoming, existing and obsolete samples, and related inventory valuation
- Assist in generating vendor sales and performance scorecards
- Help evaluate our buying practices, including our shipping expenses, duties

SERRV International, Inc.

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- and customs clearance costs - making suggestions on how to improve quality, savings and efficiency
- Communicate effectively with our international producer partners, and respond promptly to their correspondence
  - Oversee purchasing of office supplies
  - Assist in proof reading catalogs and other documents as required

**REQUIRED EXPERIENCE & SKILLS:**

- Post-secondary degree or certificate in business administration, accounting or related field
- 2-3 years of experience in purchasing, supply chain management or accounting
- Supply Chain certification (CPSM) an asset
- Experience working with foreign vendors, and knowledge of international freight logistics an asset
- Ability to manage several complex tasks at the same time and meet objectives
- Familiarity with project management techniques
- Strong proficiency in Excel and Microsoft office
- Ability to analyze trends and data, and make thoughtful, effective decisions after careful analysis
- Consistent, creative problem-solving abilities using a solutions-oriented mindset, and maintaining a positive and constructive outlook
- Results driven and inherently curious, with a demonstrated passion for learning and professional excellence.
- Excellent interpersonal communication skills and levels of tact, diplomacy and confidentiality.
- Detail-oriented and organized
- Accountable, and adaptable to change
- Committed to SERRV International's principles and core values

SERRV International offers a strong compensation package, including generous healthcare, dental, retirement and disability programs, vacation and sick leave, employee product discounts, and a casual work environment.

To apply: Please submit your cover letter, resume and salary expectations to [apply@serrv.org](mailto:apply@serrv.org).