



We are the “premier provider” for high pressure products and services and want you on our team!

Materials Coordinator (temporary)

Our growth has created an opportunity for an experienced and professional **Materials Coordinator** in our Columbus location. The **Materials Coordinator** will be responsible for coordinating the flow of material through the production process. This is a multifaceted position requiring data entry, purchasing, and production scheduling functions. This position is **temporary**, expected to last 6 months with the potential for longer-term employment.

Our Materials Coordinator will have:

- Associates or Bachelor’s Degree
- Experience in purchasing, project management, customer service, and/or inventory control
- Understanding of supply chain preferred
- Excellent communication and analytical skills
- Proficiency with Microsoft Office (Excel, Outlook, Word, Project)
- Ability to work on multiple projects, meet deadlines and multitask
- Excellent organization skills and be detail-oriented

Responsibilities:

- Maintain the production schedule and run weekly production meetings
- Input bills of materials/finished goods, set up new items, and create sales and purchase orders
- Interact with outside vendors as well as all departments within the organization
- Negotiate pricing and lead times, obtain quotes and expedite orders

To Apply:

Applications are being accepted using our online application. To apply online go to www.hrpsmsi.com/jobs/avumc.htm.

Avure Technologies is an Equal Opportunity Employer