

SPRINGFIELD ARMORY®

DEFEND YOUR LEGACY™

JOB POSTING

Direct Link: [Coordinator](#)

Title: Material Coordinator

Status: Full-Time

Description Summary:

Springfield is accepting applications for a Coordinator to provide clerical support and assistance to the Purchasing Department. Will work directly with buyers and management staff to ensure procurement of quality materials to support production and manufacturing schedules. Responsibilities include but are not limited to the following.

- Records and issues purchase orders onto proprietary software quickly and accurately.
- Communicates with suppliers/vendors to ensure receipt of purchase orders, acknowledge schedules/delivery, and process returns.
- Resolves invoice issues and coordinates with Accounts Payable department to reconcile billing.
- Analyzes system processes to ensure accuracy of orders as they related to manufacturing processes and scheduling.
- Supports department and works as a team member to facilitate the corporate success and forms cooperative work relationships.

Requirements:

Previous related manufacturing/purchasing/inventory experience is helpful demonstrating a proven responsible work history. Appropriate degreed education is preferred (AA, BA,). Requires effective communication, organizational, and technical skills. Must be able to read blue prints, understand technical processes, and perform non-complex calculations to ensure accuracy of orders, schedules, and processes.

Compensation:

Springfield offers a competitive salary and extensive benefits package which includes a generous, comprehensive, and affordable health plan in addition to dental, vision, life, disability, flex, 401(k), and other options. To learn more about Springfield Armory products and services visit www.springfield-armory.com.

Submit Resume and/or Contact Information for Consideration

Follow link to complete inquiry form. Attach resume and provide accurate contact information.

Direct Link: [Coordinator](#)

Springfield Inc. is an Equal Opportunity Employer

Approved for Posting: JDW
Posting Closes: Undetermined

