



CULTIVATE

Purchasing Coordinator Boulder, CO

Overview:

Cultivate is currently recruiting for a full time, **Purchasing Coordinator** based out of **Boulder, CO**. The Purchasing Coordinator will primarily be responsible for supporting the Purchasing team with various tasks and projects, but will also be responsible for assisting in some interdepartmental projects or tasks.

General Responsibilities:

- Manage sales sample inventory and shipment to and from sales team and external clients
- Manage in-house product inventory and monthly reconciliation counts
- Assist Purchasing team with e-commerce website order processing and fulfillment
- Manage receipt of incoming shipments and prepare outgoing product shipments
- Assist Purchasing team in preparation of purchase orders and other tasks
- Manage office supply inventory and purchasing of additional supplies
- Assist in various special projects company wide and in various departments

Qualifications:

- 4 year college degree required
- 1-2 years administrative experience
- Strong attention to detail required
- Strong mathematical aptitude
- Highly organized, self-motivated & self-solver
- Strong oral and written communication skills
- Strong proficiency with MS Office software applications required, most importantly Excel and PowerPoint
- Experience with Google Mail and Google Documents preferred

Job Requirements

- Must be able to physically transport items weighing up to 50 pounds from one location to another.
- Must be willing to travel up to 10% of the time

The above description reflects most duties assigned to the position. Please note, other responsibilities may be requested at any time.