



Steel for the Cutting Tool Industry

Purchasing Coordinator

BESTAR LLC is part of the BESTAR Steel Group a global steel service center headquartered in Remscheid, Germany. Globally we have approx. 75 employees. Our customers are manufacturers of industrial saw blades, knives and tools for various applications.

Since 2001 BESTAR LLC is responsible for sales in North and South America. Our office is located near GA-400 Exit 6 Northridge Road. We are a multilingual and highly motivated team.

We have an immediate opening for a

Purchasing Coordinator

Please find details on the following page.

Should you be interested in this opening please email your resume to jobs.us@BESTAR-STEEL.com. Only qualified candidates and candidates eligible to work in the U.S. for any employer will be considered.

BESTAR LLC

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Company	BESTAR, LLC
Location	Atlanta, GA (USA) (North Atlanta - near GA-400 Exit 6 Northridge Road)
Position	Purchasing Coordinator

Responsibilities include, but are not limited to:	<ul style="list-style-type: none"> - communicate with German parent company regarding sourcing, budgeting and planning of steel purchases - issue purchase requisitions to domestic and overseas vendors and verify order confirmations for accuracy - obtain and analyze pricing and quotations from vendors and freight forwarders - maintain price lists used by sales department for preparing quotes - communicate with sales department regarding customer needs and changes in demand - manage and monitor U.S. domestic multi-million Dollar inventory and stock levels at four warehouse locations and re-order as needed - track and monitor orders placed with vendors - schedule and arrange ocean and air freight - receive inventory into ERP system and record costs - general administrative duties
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Qualifications:	<ul style="list-style-type: none"> - college degree - 2-3 years job experience in similar position - ability to perform administrative and related office duties at a complex level - solid organizational and computer skills - proficiency in MS Office applications including Word, Excel, and Outlook - ability to multi-task, plan, organize and prioritize work - excellent verbal and written communication skills - strong job commitment, initiative and attention to detail - ability to work independently, as well as part of a team - German language skills beneficial
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Benefits:	<ul style="list-style-type: none"> - health insurance - vision - dental - LTD - 401k - life insurance - flexible spending account (FSA) - health reimbursement account (HRA)
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