



Purchasing Coordinator

We like to say O'Neil Printing is the "oldest start-up" in Arizona. A long-standing iconic brand with 113 years in the making, O'Neil started as a commercial printer and is transforming to a tech leaning company with print solutions expertise. We are fueling our growth through technology, automation and innovative solutions. This includes a focus on dynamic print solutions, large format signage and lifecycle/direct marketing. Located in Phoenix, Arizona, O'Neil has a brand-new state of the art facility that is sure to Impress. We are currently growing at a record pace and are looking for awesome individuals to join our team.

Summary

O'Neil Printing has an immediate opening for an experienced effective Purchasing Coordinator. This position will report directly to the VP of Operations. This is a full-time exempt position. Normal days and hours of work are Monday through Friday, 7:00 am to 4:00 pm MST. Individual may be required to work additional hours and/or days to meet schedule demands.

Role & Responsibilities

- Source paper, materials and supplies on behalf of O'Neil Printing
- Creates, reviews and processes purchase orders
- Builds and maintains supplier relationships
- Negotiate pricing and contracts with suppliers
- Maintain records of goods ordered and received
- Evaluates suppliers based on quality, customer service, timeliness, and price
- Seeks out and selects prospective suppliers
- Stays current with purchasing technologies and trends
- Manages and addresses purchasing, material and suppliers' problems as they arise
- Manage FSC program
- Develop and maintain efficient and effective purchasing protocols
- Effectively communicate and behave in a professional manner with all employees, clients, vendors, and guests
- Maintain and demonstrate a positive and supportive attitude
- Strive to perform at the highest level and continually improve
- Keep management informed on general conditions and on matters of importance which could impact quality, cost, or safety
- Ensure compliance with all security, safety, and work rules and regulations including HIPAA, EEOC, OSHA, hazardous material handling, and O'Neil Printing Employee Policies and Procedures
- Ensure the timely completion of all required records, paperwork, reports, documents, etc.
- Perform other duties as assigned



Working Conditions & Physical Requirements

This is a production environment position that may require incumbent to work flex hours to meet company needs and schedule requirements. While performing the duties of this job, employee is occasionally exposed to moving mechanical parts, fumes and airborne particles, toxic or caustic chemicals, loud noises, and vibration. Employees in this position may be advised or required to utilize personal protective equipment including but not limited to ear protection, eye protection, foot protection, lifting equipment, and protective smocks. Physical requirements include walking, standing, sitting.

O'Neil Printing offers excellent benefits including:

- Comprehensive health, dental and vision benefits
- Paid Time Off
- ESOP (Employee-Owned Stock Program)
- Training and Development
- 401K Plan

For additional information or questions, please contact careers@oneilprint.com