



Purchasing & Vendor Relations Coordinator

About Rocca Productions

Rocca is a promotional product and custom gift company located in downtown Austin. The culture at Rocca is one full of collaboration, passion, exceeding expectations, thinking out of the box and giving back. We set the highest level of standards in performance and professionalism and welcome each individual voice for creative input. We excel at the crossroads of high visibility and reputation enhancement: in first impressions.

Position Summary

The Purchasing & Vendor Relations Coordinator is responsible for managing vendor relationships with tasks ranging from purchase order creation and submission to vendor payment and shipment tracking. This position may also include supporting the Account Managers from time to time which may include assisting with implementing the day-to-day activities of client projects, the composition of product proposals as well as business development research and preparation under the supervision of management.

Critical Responsibilities

- Execute order system maintenance to include purchase order (PO) creation and tracking, quality control, pricing and other clerical responsibilities to support and manage order processing
- Monitor goals and deadlines providing daily updates on order status developments
- Manage communications with vendors and maintain efficient tracking system of orders including the following stages: create PO; submit PO and client artwork; confirm receipt of PO and accurate order entry; pre-pay vendor and track receipts; obtain tracking information for shipments; manage all vendor communications throughout the order process, especially when order changes arise
- Communicate with clients on order status including artwork proofs and order tracking
- Obtain supplier quotations, negotiate supplier pricing and establish preferred delivery and terms
- Include Account Managers on all communication during the entire order process from start to finish so that management is always informed of progress and order status

Preferred Qualifications

- Experience in purchasing and vendor relations
- Experience in promotional product industry
- Graphic design skills
- Customer service skills

Minimum Qualifications

- Bachelor's Degree or comparable relevant work experience
- Strong written and verbal communication skills
- Excellent organizational skills
- Superb attention to detail
- Ability to function professionally under pressure, while managing multiple concurrent projects and deadlines
- Strong problem solving and crisis management skills
- Ability to learn new skills and absorb knowledge quickly
- Effective time management and prioritization skills
- Ability to work as part of a team and take initiative independent of direct supervision
- Experience in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint)
- Experience with Adobe Suite programs (InDesign, Illustrator, PhotoShop)
- Willingness to work until the job is done

Compensation

A competitive compensation package will be offered to the right candidate including insurance benefits, a retirement plan, and a personal leave allowance.

Application Instructions

To apply, please submit a cover letter, resume, salary requirements and references to info@shoprocca.com with "Purchasing & Vendor Relations Coordinator" as the subject line.