

## **Expeditor**

Koch Modular is looking for a detailed-oriented individual with exceptional organizational skills to join our Procurement Team. This individual will be responsible for assisting the Procurement and Project Departments to help execute large scale modular projects by following Company procedures. If you are interested in joining our team, please submit your resume to: [careers@kochmodular.com](mailto:careers@kochmodular.com)

### **Essential Duties & Responsibilities:**

- Maintain overall Purchase Order tracking spreadsheet
- Ability to track several Purchase Orders across several projects
- Follow up with Vendors to ensure timely delivery of correspondence, approval and standard documentation and overall equipment delivery
- Properly file all documentation in the Procurement database
- Communicate with Project Managers to prioritize workload to more efficiently deliver the overall project
- Work with awarded Module Assembly shop to establish inventory tracking list
- Responsible for granting Vendor's permission to ship Orders to Module Assembly shop
- Lead the organization of the Project Manual for final Customer documentation purposes
- Perform other related duties as requested or assigned

### **Qualification Requirements:**

- High School Diploma / GED
- 3-5 years of related work experience
- A thorough understanding of policies, processes and procedures
- Proficiency with Microsoft Office Word, Excel, & PowerPoint and Adobe PDF
- Excellent written and oral communications skills
- Excellent organizational, time management, follow-up
- Ability to multitask and meet deadlines; detailed oriented
- Must be able to work both independently, as well as part of a team

**We are an Equal Opportunity Employer and a strong advocate of workforce diversity.  
Minority/Female/Sexual Orientation/Gender Identity/Disability/Veteran**