



Inventory/Purchasing Coordinator – Local Denver, CO Candidates Only

Warming Trends designs, manufactures, and distributes superior outdoor gas fire features. Our main office is in Englewood, Colorado, about 20 minutes south of downtown Denver. With patented, competitively advantaged and United States made products, we have created a company that has proven itself to be an innovative industry leader. We appreciate every opportunity we are given to contribute to our customers' outdoor living environment and lifestyle. Visit our website at www.warming-trends.com to learn more.

Along with our product, our employees seek to delight our customers and help drive our successful brand.

As Warming Trends continues to expand, the Company is committed to investing in our team members, as we are seeking members whose performance can match that of our CrossFire burner systems.

Inventory/Purchasing Coordinator

Job Responsibilities:

- Purchasing raw materials, components, and services to meet the production and customer requirements.
- Evaluating and analyzing suppliers and quotes.
- Negotiating prices with sellers on behalf of the company or organization.
- Maintaining relationships with vendors.
- Vendor management - ensuring orders are delivered on time.
- Managing a company's inventory and purchasing goods to meet customer demand.
- Analyzing sales data and market trends to make purchasing decisions.
- Manage purchasing budgets.
- Evaluating potential suppliers based on their product quality, cost, delivery times and customer service.
- Assist in scheduling product through the fabrication and assembly process following through to packaging and shipping.

- Create and monitor vendor scorecards, review with vendors as needed and with leadership quarterly.
- Manage Intercompany inventory and complete associated transactions.
- Own Cycle counting process, forms and actions pertaining to counts.

Knowledge/Skills:

- Bachelor's degree in business, Supply Chain, Engineering or related field or equivalent experience preferred, high school diploma or GED required.
- One (1) to three (3) years of directly related inventory analytics, procurement, and warehousing experience or equivalent combination of training and experience are necessary.
- Computer literacy (Excel, Word, Power Point, Visio, MS Project)
- Analytical and communication skills (written & verbal)
- Excellent written and verbal communication skills.

Great to Demonstrate:

- Ability to problem solve for self and others.
- Has worked on supply chain projects to drive positive change.
- Strong Organizational Skill
- ERP Experience (Epicor)

Starting Pay: \$55,000+

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8-hour shift
- Monday to Friday

Supplemental pay types:

- Bonus pay

Ability to commute/relocate:

- Englewood, CO 80110: Reliably commute or planning to relocate before starting work (Required)

Work Location: One location

Posting Contact Name: Baillie Wessling

Posting Contact Email: BWESSLING@WARMING-TRENDS.COM

Warming Trends LLC is an equal opportunity employer. Warming Trends LLC does not discriminate based on race/color/religion/sex/national origin/veteran/disability/age/sexual orientation/gender identity or any other characteristic protected by law.