

JOB DESCRIPTION – Imenco LLC			
Position Title:	Purchasing and Logistics Coordinator	Department:	Operations
Employment Status:	Full-time	Reports to:	Operations Manager
FLSA Status:	Hourly, Non-exempt	Revision Date:	March 2025

About Imenco:

Imenco has a leading position within subsea cameras, subsea LED lights & lighting systems, subsea wireless acoustic positioning & communication, laser- & electronics- technologies, retrofit systems for underwater corrosion protection, military & civil aviation refueling systems, subsea & topside lifting & handling solutions, aquaculture camera technology, military & civil visual surveillance systems. We are also a major player within hydraulics systems, machining services, diving systems and EPC contracts.

Position Summary:

The Purchasing and Logistics Coordinator will assist in the planning, procurement, storage, control, and distribution of materials and products according to company needs and customer requirements. The Purchasing Coordinator will work daily with the Buyer, Operations Management, Project Management, and Logistics to assure company targets are met as efficiently as possible.

Responsibilities:

- Performing vendor research and selection to enhance profitability, reducing operating costs and boosting efficiency.
- Follow up with suppliers to confirm or change orders.
- Maintaining cordial working relationships with vendors and supervising vendor activities.
- Managing purchase orders, overseeing shipping schedules and maintaining purchase records.
- Updating internal databases with new purchase order details (dates, vendors, quantities, discounts).
- Monitor and manage vendors to coordinate on time deliveries upon request.
- Working with warehouse staff to compare deliveries with purchase orders to identify discrepancies.
- Review of stock levels to ensure optimal inventory is held on site.
- Take charge of periodic stock counting for inventory.

Minimum Qualifications

- High School Diploma/GED with 5-10 years' experience
- General administrative and/or prior purchasing experience
- General prior shipping/receiving/logistics experience
- Must be able to operate a forklift & standard pallet jack

The ideal candidate must have:



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- Resilient, self-motivated, and ability to work under pressure.
- An ability to manage multiple priorities.
- An ability to balance and achieve positive results in the areas of safety, quality, productivity, cost and employee relations.
- Comfortable using technology to manage procurement to stay in front of upcoming changes.
- Ability to effectively present information and respond to questions from diverse teams in the business.
- Proficiency in Microsoft Word, and Microsoft Excel (such as VLOOKUP, PIVOT TABLE)
- Experience using company ERP systems, preferably Microsoft 365 Dynamics products.
- Proven ability to communicate clearly and effectively with colleagues, vendors and customers in a wide variety of situations.

Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

C=Constantly (5-8 hrs. /shift)	F=Frequently (2-5 hrs. /sift)	O=Occasionally (Up to 2 hrs. /shift)	R=Rarely (Not regular part of job)
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Physical Demands					
Standing	F	Stooping	R	Hearing	C
Walking	F	Kneeling	F	Repetitive Motions	F
Sitting	F	Crouching	F	Eye/Hand/Foot Coordination	C
Lifting	F	Crawling	R		
Carrying	F	Reaching	O		
Pushing	O	Handling	O		
Pulling	O	Grasping	O		
Climbing	R	Feeling	F		
Balancing	R	Talking	F		
Environmental Conditions					
Environmental Conditions			Physical Strength		
Extreme Cold	R		Little Physical Effort		O
Extreme Heat	R		Light Work		C
Temperature Changes	R		Medium Work		O
Wet	R		Heavy Work		R
Humid	O		Very Heavy Work		R
Noise	O				
Vibration	R				
Hazards	O				

Employment Provisions & Acknowledgement

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.