

# Purchasing Coordinator

## Job Details

---

Position Type: Full Time

Salary Range: Undisclosed

Reports To: Purchasing Manager



## Job Description

---

The Purchasing Coordinator at the resort is responsible for supporting all purchasing, receiving, and inventory control functions for food, beverage, and operational supplies. This role ensures timely procurement, accurate inventory levels, cost control, and compliance with company policies and regulatory requirements. The Purchasing Coordinator works closely with culinary leadership, food and beverage teams, and approved vendors to maintain uninterrupted operations and high service standards across the resort.

## Key Responsibilities

- Learn and assist with food and paper orders.
- Source, order, and replenish liquor, wine, beer, and related beverage supplies
- Process daily food, liquor, and general requisitions in the Birchstreet system
- Create and place purchase orders with approved vendors through Birchstreet
- Assist with purchase order receiving, item maintenance, and system updates in Birchstreet
- Receive and verify all vendor deliveries against purchase orders and invoices
- Inspect deliveries for accuracy, quality, and any damage
- Properly label, store, rotate, and secure inventory in accordance with safety and storage standards
- Maintain an organized and secure liquor storage area
- File and organize purchasing and receiving documentation by department and processing date
- Maintain accurate purchase orders, invoices, and inventory records
- Assist with month-end inventory counts and post inventory data into spreadsheets from outlets
- Maintain professional relationships with approved vendors and distributors
- Ensure all purchasing activities comply with company policies and local and state alcohol regulations
- Follow all safety, security, and loss-prevention procedures
- Support additional purchasing and inventory-related duties as assigned by the Executive Chef or Sous Chef

## Work Requirements

- Ability to stand, bend, and lift up to 50 pounds
- Flexibility to work early mornings, weekends, and holidays as needed
- Proficiency in Microsoft Word and Excel
- Experience with purchasing or inventory systems preferred (Birchstreet experience a plus)