



## TCR Group – Purchasing Coordinator (Taylor, MI)



### Purchasing Coordinator

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#### The Opportunity

Are you excited about the opportunity to shape and optimize procurement processes for a rapidly growing company? TCR North America is expanding fast, and we're looking for a skilled and motivated **Purchasing Coordinator** to join our Detroit team. In this role, you'll be a key player in driving efficient purchasing operations, working with vendors, and ensuring the seamless flow of goods across North America. If you're ready to make an impact, work cross-functionally, and thrive in a dynamic environment, this is the role for you!

#### A snapshot of what you will be doing here:

##### Procurement Process Management:

- Lead the entire purchasing workflow, from order generation to inventory management and invoicing.
- Convert requisitions from workshops across North America into purchase orders, ensuring accuracy and timeliness.
- Oversee the complete procurement cycle, including reconciling purchase orders and invoices to ensure accuracy and compliance.
- Coordinate with vendors to secure timely product deliveries and maintain comprehensive records of orders, pricing, and invoicing.

##### Vendor Management:

- Communicate with vendors to obtain quotes, negotiate purchasing terms, and secure cost-effective solutions.
- Support the Purchasing Supervisor in identifying and researching new vendors that align with our procurement strategies.
- Troubleshoot and resolve issues related to delivery delays, pricing discrepancies, or product quality to maintain smooth operations.

##### Inventory and Documentation:

- Collaborate with the Purchasing Supervisor to maintain optimal inventory levels and support timely restocking of critical materials.
- Assist with cycle counts and ensure accurate inventory records to keep our supply chain running efficiently.

**Cross-Functional Collaboration:**

- Work closely with Finance, Scheduling, and Operations teams to align procurement activities with overall business goals.
- Help resolve payment discrepancies and ensure timely processing of payments.
- Assist in maintaining and updating knowledge of procurement systems, such as SAP, to optimize workflow.

**Your week might look like:**

- Monday: Review requisitions, create orders, and follow up with vendors.
- Tuesday: Reconcile orders with invoices, resolve issues, and assist with vendor sourcing.
- Wednesday: Conduct inventory counts, track deliveries, and update systems.
- Thursday: Manage vendor relations, negotiate pricing, and align with operations.
- Friday: Finalize orders, resolve payments, and plan for the next week.

**We are looking for an individual who:**

- 2+ years of purchasing/procurement experience, ideally in the maintenance industry.
- Strong analytical and project management skills.
- Proactive, data-driven mindset with a strong sense of urgency and attention to detail.
- Ability to meet deadlines and resolve issues quickly.
- Independent decision-maker with sound judgment in supply chain scenarios.
- Proven track record in process improvement.
- Strong organizational skills and ability to manage multiple tasks simultaneously.
- Fluent in English, both spoken and written; SAP and Microsoft Office proficiency preferred

**♥ We think you will love working with us:**

- Part of a solid and growing international group.
- A company with short decision lines where our employees are central to the success of the company.
- An environment where you can develop and grow.
- A competitive salary, based on experience.
- Comprehensive employee benefits:
- Health Benefits (Medical, Dental, Vision, STD/LTD, Life)
- Generous Vacation + Sick Time + 401K w/match
- UNLIMITED REFERRAL BONUSSES

**Our company**

At TCR Group, we are committed to revolutionizing the aviation industry by providing integrated solutions for Ground Support Equipment (GSE). Our services include GSE rental, leasing, and maintenance. With headquarters near Brussels and a team of approximately 1700 employees, we operate globally across over 200 airports in America, Europe, Asia Pacific, and the Middle East. Our dedication to excellence makes us a trusted partner for customers worldwide.

**Do you think we could be a match? We look forward to meeting you.**

If you are passionate about purchasing, enjoy data driven attention to detail, and thrive in a collaborative environment, we invite you to apply for this exciting role.

**Please note:** We kindly request that agencies and recruiters refrain from contacting us regarding this job posting.