



NORTHERN CHILL VOLLEYBALL CLUB

ROLE DESCRIPTION PURCHASING COORDINATOR

Rev.:
2020/08/03

ROLE DESCRIPTION

The Purchasing Coordinator organizes the selection and distribution of all club apparel and fanwear as well as the purchasing of equipment.

SKILLS/QUALITIES RECOMMENDED

- Good communication and personnel relations skills
- Organizational skills
- Team player with the ability to collaborate
- Detail oriented
- Experience working effectively in a diverse environment
- Commitment to adhering to all policies, rules and regulations

MAIN DUTIES

- Responsible for organizing and purchasing Club apparel and fanwear
- Responsible for organizing and purchasing equipment as per direction from the Technical team
- Responsible for sourcing the best price of equipment to be purchased
- Distribute all club apparel and fanwear
- Maintain inventory records of club jerseys and any excess club apparel
- Responsible to secure quotes in advances of expiration of contracts with suppliers to ensure a fair and equitable price is being given to our club
- Responsible for the sizing of uniforms and club apparel on registration day
- Liaising between the Club and vendors/suppliers
- Perform other such duties as may be determined by the Board of Directors

COMMITMENT

- As needed



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COMPENSATION

- Fanwear item to be provided up to the amount of \$100.00