

Title: **Purchasing Coordinator II**

Job Type: Non-Exempt Exempt

Division: Homeownership Programs Division

Job Grade: 4

Reports to: Senior Purchasing Officer

Job Purpose:

The Purchase Coordinator II position responsible for completing daily and weekly reports and to assist the Purchase Officers in completing the review of the purchase files.

Duties and Responsibilities:

1. Employee will be required to work at the physical location of the Harrisburg, PA office during scheduled business hours.
2. Assign files to the purchase officers that were uploaded into the electronic system, in addition to mortgage documents received throughout the day.
3. Maintain a spread sheet to track the original Notes received from the warehouse lenders.
4. File the Notes received from the warehouse lenders in the cabinet if we have not received the electronic purchase file. Enter codes in system to document to track that the note was received.
5. Process the daily purchase edit. Review and make corrections where needed. Work with Purchase Officer on issues that need further investigation to resolve the issue.
6. Assist in splitting purchase files when needed.
7. Monitor the shared email box for the unit. Forward emails to appropriate staff that was assigned to the file. Forward other emails to appropriate staff that can assist or answer the question.
8. Run weekly report to send the Notes to the Trustee. Review Notes for accuracy prior to delivery to US Bank.
9. Perform other duties and tasks as assigned by supervisor.

Education and/or Work Experience Requirements:

1. High School diploma with 2 year of experience in the mortgage lending industry environment or an Associate's degree.
2. Exhibit good oral and written communications skills.
3. Must have the ability to meet deadlines and work under pressure in periods of heavy loan volume.
4. Good customer service skills and a team player.
5. Good attendance record and dependability is a must.

Physical Requirements

1. Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
2. Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
3. Must be able to lift and carry up to 25lbs.
4. Must be able to talk, listen and speak clearly on the phone.