



## Purchasing and Inventory Coordinator

### Overview

Foundation Technologies, Inc. is a family-owned manufacturer & distributor of deep foundation construction products. Contractors & engineers rely daily on our best-in-class products, industry leading technical expertise, and on the ground field support for a wide range of deep foundation applications. A 6x consecutive recipient of Great Place to Work®, FTI has tightknit family culture, where team members are deeply cared for and empowered to work in their highest and best gifting in atmosphere that supports professional & personal growth.

### Reports To:

Director of Operations

### Why This Role Matters

At FTI, keeping our shelves stocked and our supply chain dependable is one of the most important ways we serve our customers. This role exists to make sure our purchasing runs smoothly, our inventory stays healthy, and our team and our customers can count on us.

### Your Responsibilities

In coordination with the Purchasing & Inventory Manager, you will:

- Process and manage purchase orders and receipts accurately and on time.
- Track orders from placement through delivery, ensuring accuracy and follow-through.
- Monitor stock levels and help identify purchasing needs before shortages occur.
- Communicate with warehouse teams to ensure products arrive on time and in good condition.
- Maintain accurate purchasing records and vendor information in Sage 300 and other tools.
- Support inventory reporting and updates that drive better operational decisions.
- Work with sales, warehouse, and operations teams to troubleshoot supply challenges.

### Qualifications

- Understanding of Supply Chain procedures.
- Strong organizational skills and attention to detail.
- Familiarity with Excel and willingness to learn ERP systems, [Hydrian](#), and other supply chain tools.
- Effective communicator who can work well with internal teams, vendors, and warehouse staff.
- Team-oriented, reliable, and proactive.

### Compensation and Benefits

- Excellent pay (based on experience)
- FTI covers Medical Insurance 100% personal + 50% of dependents.
- Dental & Vision Insurance options
- Long Term Disability
- 11 Paid Holidays
- Wellness & Vacation Days
- Simple IRA with FTI match up to 3%
- Work/Life Balance

### FTI Company Core Values/ Culture:

- How we serve: **Go the extra mile.**
- How we treat others: **Start with empathy.**
- How we communicate: **Be a straight shooter.**
- How we grow: **Hone your craft and be generous with it.**

<https://www.foundationtechnologies.com/company/culture/>

Foundation Technologies, Inc. offers a competitive salary commensurate with experience and an excellent benefits package. To apply, send resume & cover letter to: [hr@foundationtechnologies.com](mailto:hr@foundationtechnologies.com)