

GPA is the market leader in substrate solutions for offset, digital and wide format printing, with a comprehensive offering of pressure sensitive papers, films, laser labels, eco-friendly substrates, digital and specialty papers, and more. Our foundation is built on consistently delivering a wide variety of superior products at a great value. It is our continued focus on developing innovative solutions to our customers and their business, combined with the commitment to provide the best products in the marketplace that has positioned us as the industry leader.

GPA is currently seeking a Purchasing Coordinator located in our McCook, IL Headquarters

This person will be responsible for timely, efficient, and accurate coordination of all customer and supplier claims in a manner that maintains the highest level of customer service possible while still operating in a profitable, efficient, and cost effective manner. They will manage operational activities in support of Purchasing, Custom Merchandising, Consignment, and Supply Chain departments.

Position Responsibilities:

- Ensure that customer quality claims are accurately documented, appropriately processed, and expeditiously resolved.
- Coordinate the execution of supplier claims process and procedures by communicating effectively with members of the GPA's Sales, Customer Service, and Operations teams, as well as affected suppliers.
- Working at the direction of the Purchasing Manager, assist in the development, and effective implementation of company policies and procedures regarding product returns, supplier claims, for all GPA customers.
- Manage the physical disposition of all material/inventory involved in pending claims, coordinating closely with appropriate Warehouse team members.
- Compile and communicate pertinent information regarding supplier concerns regarding material defects and work with the appropriate member of the Supply Chain Team
- Develop and maintain reporting that tracks the status of each open claim.
- Supply Chain / Custom Merchandising
 - Purchase order entry for Basic Stock items and Drop Ship orders in GPA's ERP system
 - Confirmation and communication of Purchase orders
 - Confirmation and communication of Shipments: including communication with outside vendors
 - Interface with outside vendors to facilitate the calculation of Freight Costs for Shipments
 - Receive Purchase Orders and Inventory Transfers for payment to Vendor and Invoice to Customer
 - Maintain Filing of Purchase orders & other Documents as needed
- Consignment Inventory
 - Research item availability and locations for incoming orders
 - Enter replenishment orders in the system.
 - Gather information on production items/ ETA's for pending replenishment orders
 - Contact 3PL's for any supporting documents for Consignment Orders.
 - Obtain and communicate tracking information to customers/Business Development Managers

Position Requirements:

- College Degree
- Strong proficiency with systems



- Excellent verbal and written communication skills
- Problem solving and the ability to build trust and collaborative relationships with colleagues, customers, vendors, etc.
- Highly effective organizational skills in Microsoft Excel, including the ability to format spreadsheets.
- Work independently
- Strong Customer Service attitude both to internal and external customers
- Works well under pressure and can operate successfully in a fast paced working environment

Resumes can be submitted by email to join@gpa-innovates.com or by fax to (773) 847-2782. No phone calls please.

All post-offer candidates will be subject to the successful completion of a pre-employment background check and drug screen before they can begin employment.

GPA offers a competitive compensation package, medical, dental, 401(k), paid time off, and much more. Relocation is not available for this position.

GPA is an Equal Opportunity Employer and participates in E-Verify.

Voted Best Workplace in the Americas Winner for 10+ years by the Printing Industries of America.