

Order Number:

NY1518263

Date Job Order Received:

12/20/2024

Number of Openings:

1

Company Name:

Viking-Cives Group

Job Title:

Purchasing Agent

Minimum Experience Required:

1 year

Job Description:

The Purchasing Assistant plays a crucial role in supporting the procurement process by assisting with the acquisition of goods and services necessary for the organizations operations. This position involves matching paperwork up on current orders and ensuring we pay them in adequate time in order to get our discounts. Duties Maintain accurate records of purchases, pricing, and inventory levels. Collaborate with suppliers to negotiate prices and terms for materials and services. Assist in resolving discrepancies between purchase orders and invoices. Provide administrative support to the purchasing department as needed. Maintain discounts with suppliers Skills Proficiency in negotiation techniques. Strong analytical skills to assess pricing, quality, and supplier performance. Excellent communication skills for effective collaboration with internal teams and external vendors. Ability to work independently as well as part of a team in a fast-paced environment. Detail-oriented mindset with strong organizational capabilities. This Purchasing Assistant role is an excellent opportunity for individuals looking to advance their career in procurement and supply chain management while contributing to the overall efficiency of the organization. Experience with excel and outlook necessary Must have enhanced communication skills

Job Location:

Harrisville, New York

Pay:

\$18.00 - \$19.00 Hourly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Monday thru Friday

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by on-line:

Web-site: <https://www.vikingcives.com/Application.aspx>