



Purchasing Assistant

Responsibilities:

Processes purchase orders to vendors, follows up on vendor delivery and assists with RFQ's to vendors. Conducts an analysis of quote data into spreadsheets. Supports Purchasing in gathering, formatting and presenting information.

Qualifications:

Two years experience in related duties required along with great computer skills (MS Word and Excel). Good communication/customer service skills and the ability to multi-task required. Must be able to complete highly accurate work.