

Purchasing Coordinator

Maks Pharma & Diagnostics is seeking a Purchasing Coordinator. Responsibilities include researching, evaluating, and purchasing merchandise; building and creating new relationships with suppliers; delivering weekly purchase order reports; monitor and track purchase orders; work with management to ensure that all deliveries arrive on time and intact; maintain appropriate inventory levels at all time and ensuring appropriate pricing.

Required

- High School Diploma/GED
- Ability to use confidential information in a professional manner.
- Proficiency with Microsoft Office (Excel, Word, Outlook) and intranet/internet

Preferred

- Purchasing/Inventory Management Experience Preferred
- Accuracy and attention to detail
- Excellent internal and external customer service skills
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Competitive salary and benefits include:

- Hourly Pay
- Health/Dental/Vision insurance

Qualified applicants email your resume to: avaldez@makspharma.com

To learn more about Maks Pharma & Diagnostics visit our website at: www.makspharma.com

Equal Employment Opportunity/Affirmative Action/Veteran/Disability Employer