



Procurement Assistant

Procurement Assistant will be responsible for:

- Procurement Assistant will be responsible for:
- Maintain warehouse inventory records.
- Receive and assign products daily to customer orders.
- Ensure quality and accuracy of shipments.
- Oversee the successful delivery of items to and from the warehouse.
- Organizing files for procurement department, vendor, customer, etc.
- Reduce the occurrence of errors and lost items in shipments.
- Taking inventory of office supplies and placing orders accordingly
- Track and label items within the warehouse
- Monitor shipments going into and out of Syntrio facilities.
- Communicate with drivers and suppliers to monitor the location of items.
- Monitor the quality of warehouse items.
- Accept items for delivery.
- Backup for procurement department positions.
- Other duties as assigned.

Before you apply for this position, do you possess the following skills?

- Verbal and written communication skills to interact clearly with customers, vendors and other employees.
- Organization skills to keep accurate records and find important information quickly
- Time management skills to prioritize and complete a variety of tasks throughout the day.
- Patience and listening skills to respond appropriately and interact positively with customers.
- Interpersonal skills to create a pleasant experience for all customers, such as being personable and attentive.
- Proficient in using digital calendars and typical office equipment like printers, scanners and phone systems to complete their job duties.

Company Benefits

Competitive pay, paid time off, medical, dental and vision insurance, life insurance and 401K program.



Requirements:

- This full-time position. Monday – Friday, 8 AM – 5 PM or as required.
- Experience with reception, clerical and Accounts Receivable is preferred.
- Experience with Microsoft office applications
- High school diploma or equivalent
- Ability to lift 50 pounds or more.
- A valid driver's license
- Must pass background check and pre-employment drug screening