

Purchasing – Parts Support – Data Entry

We are actively searching for the right candidate to fill a new purchasing position. We are growing and need help with the workload. This will be a new position so developing a system will be vital. Please look at our web site at www.airandvac.com. This will give you great insight on the types of parts, equipment and components you will be dealing with, purchasing and tracking on a daily basis. We build these units from scratch and service numerous systems out in the field. Candidates must have the experience shown below.

The following experience is desired:

Purchasing or Procurement

Some experience with QuickBooks, Excel and Word programs

Google Drive, Google Docs, Google Calendar

Great vendor research, negotiating and communication skills

Detail oriented with excellent organizational skills

The ability to be flexible and work in a fast-paced environment

Capable of following directions well and remembering details

Team oriented and works well with others

This is a great opportunity for the right individual!

Responsibilities will include, but are not limited to the following tasks:

Purchasing from start to finish using QuickBooks

Excel spreadsheets

Budgeting, job costing, job tracking

Organize and maintain small parts department

Inventory control

Shipping and receiving – UPS, FedEx and arranging freight

Create digital and hard copy of Operation and Maintenance manuals

Miscellaneous office duties as assigned

Our East County company has been providing and servicing life support systems for the health care industry nationwide since 1977. We are a small, stable organization and we are growing. Get on board and help us move up to the next level.

Full time position: Monday – Friday, 7:30 am – 4:00 pm

BENEFITS:

We offer sick, holiday, and vacation pay.

We provide vested health benefits.

401K with company contributions.

This job may offer company paid classes, depending upon the job requirements.

COME JOIN OUR TEAM:

This is a full time, permanent position with opportunity for advancement and growth.