JOB POSTING

PURCHASING ASSISTANT

Posting Date: May 25, 2021 through June 8, 2021
Salary: Commensurate with Experience
Reports to: Christine Hey
Manager, Grants and Procurement
Contact: Jennifer Brown
Human Resources Manager
203-281-2513
jbrown@gnhtd.org

Job Function:
Under the supervision of the Manager of Grants and Procurement, the Purchasing Assistant provides agency-wide procurement services such as procuring goods and services in accordance with company policies and standards. Confers with vendors to obtain product and/or service information such as price, availability, delivery schedule, etc. Places orders with vendors and ensures that documentation is in order in accordance with terms and conditions. Reviews and evaluates quotes and proposals. Ensures that all contractual deliverables from vendors are provided in a timely manner. Requires five years of clerical, administrative experience. Knowledge of accounting and purchasing procedures preferred.

GNHTD is an equal opportunity employer. All applicants will be considered regardless of race, color, religion, national origin, age, marital or veteran status, disability, genetic or any other legally protected status.