

POSITION: Purchasing Clerk

SHIFT: 1st Shift

POSITION DESCRIPTION:

- Receive and process all mail and packages for MEG-OH campus
- Update JDE system for products received
- Fax PO's to suppliers and verify confirmations/changes
- Match invoices to purchase orders and code invoices as necessary
- Research and resolve discrepancies and issues with packages, invoices, PO's, mail, etc
- Maintain MRO inventory
- Process office supply and office furniture orders for MEG-OH

PERIODIC JOB FUNCTIONS:

- Travel to Middleburg post office upon request to send certified mail
- Other work-related duties as assigned

QUALIFICATIONS/EXPERIENCE/EDUCATION

- High school diploma or GED
- Valid driver's license
- Able to lift up to 40 lbs
- Self starter who follows issues through to resolution
- Organized with the ability to multi-task and prioritize
- Able to interact with all levels of staff and management (internal and external)
- Prior computer experience required with knowledge of Excel and Word preferred

To apply for this position, please send resume to Jennifer Staten at Jennifer_staten@midwestexp.com