



Purchasing Analyst

JOB DESCRIPTION:

Responsible for the ordering of materials, supplies, and/or equipment, and the follow through with vendors on shipment and delivery.

- Place purchase orders within Oracle ERP system based on demand forecasting information.
- Ability to negotiate and interact with vendors on pricing, lead times and demand planning.
- Ability to multitask with various operations and vendors within manufacturing.
- Maintains files of descriptions of available supplies.
- Performs related job duties as required.

SKILLS REQUIRED:

- A minimum of three years' experience
- Excellent verbal and written communication skills
- ERP experience Oracle is preferred
- Purchasing experience within a manufacturing environment
- Ability to multitask, take initiative, be resourceful, and be customer orientated
- Excellent interpersonal skills and high attention to detail is a must
- Ability to work in a team environment
- Experience in Microsoft Applications
- A Bachelor's Degree is preferred

CONTACT:

Please forward resume to hr@millstonemedical.com or apply in person at 580 Commerce Drive, Fall River, MA 02720.

FOR ADDITIONAL INFORMATION:

Millstone Medical Outsourcing offers a competitive salary, health, dental and vision benefits, 401(k) with company match and a warm, friendly working environment. To learn more about Millstone Medical Outsourcing's opportunities, visit us online at www.millstonemedical.com.