

Fives DyAG Talent Services

<https://www.dyagtalentservices.com/job/purchasing-secretary-2100027/>

Purchasing Secretary

Description

FIVES DTS is looking to hire a Purchasing Secretary for opportunities with an equipment manufacturing company in Columbus, OH.

Responsibilities

- Associate will provide secretarial /administrative support for the Purchasing & Manufacturing department
- Input/Process Purchase Orders (P.O.s)
- Process invoices/mail
- Make travel arrangements
- Prepare typewritten documents
- Handle incoming calls
- Perform other clerical duties as needed

Qualifications

- Intermediate knowledge working with Word & Excel
- Prior purchasing experience in a manufacturing setting

Education

- Associates Degree in a related field or equivalent professional experience

Job Benefits

Hired employees will receive great benefits along with an extremely competitive compensation package. Benefits will include health, dental, life, short-term & long-term disability insurance paid by the company. Other perks include optional vision insurance, a 401K with a company match, tuition reimbursement options, a competitive bonus program, paid time off for vacation and sick days, and more...

Hiring organization

Fives DyAG Talent Services

Employment Type

Full Time | Contract-To-Direct

Industry

Manufacturing

Job Location

Columbus, OH

Date posted

February 22, 2021