

## **Immediate Position Available:**

### **Purchasing Assistant / Coordinator**

Value added reseller and technology solutions provider in Novi, seeks smart, hardworking and versatile individual with minimum 1 year experience to coordinate logistics related to processing order fulfillments.

Purchasing Assistant responsibilities include ordering products, writing purchase orders, receiving, inventory control, maintaining vendor relationships, product tracking, forecasting and preparing reports.

The successful candidate must be detail-oriented, possess strong organizational, communication and analytical skills, as well as problem solving/decision making abilities and have the versatility to handle many on-going projects simultaneously. Must also have a broad knowledge of technology hardware and software products.

#### **Essential Skills:**

- Excellent written and verbal communications
- Self-motivated, energetic team player
- Willing to take direction, then run with it
- Winning attitude and track record
- Strong work ethic
- Strong interpersonal skills
- Ability to think on your feet
- Professional appearance and conduct

This full-time position offers a base salary and great benefits package including medical, dental, 401K with company match, paid time off and holidays.

If qualified, please send your resume including salary requirements to:

[tina@macprofessionals.com](mailto:tina@macprofessionals.com)

*Applicants should respond by e-mail with resume, letter describing relevant work experience, at least three references, and salary requirements. Incomplete responses will not be considered. Applicants who respond by phone, or respond without salary requirements will be disqualified.*

*Principals only. Recruiters please don't contact this job poster.*

*Please, no phone calls about this job!*

*Please do not contact job poster about other services, products or commercial interests.*

