



Position: Purchasing Associate

Location: Ithaca, NY

The purchasing associate monitors and sources materials and supplies required for the smooth operation of the laboratory and office activities of the company. The position requires active communication with all team members and an awareness of technical tasks carried out by the company. The position requires the ability to follow purchasing procedures and adhere to applicable safety, quality, and regulatory requirements.

Duties and Responsibilities

- Follow procedures for initiating purchase orders in response to requirements presented
- Assess consumption and inventory levels of consumables and supplies so that required items are on-site
- Follow procedures for proper receiving, including confirmation items are in accordance with orders placed and record keeping in compliance with finance
- General office and lab support with administrative responsibilities (i.e., shipping, receiving and maintenance)
- Maintain and support supplier management efforts
- General corporate office and laboratory administrative support

Skills and Experience

- At minimum, an Associate's degree and 1 year (more preferred) of purchasing or supply chain experience in laboratory/scientific industries
- Proficiency with Microsoft Office, preferred to have SharePoint experience or interest to acquire proficiency
- Experience with order placement, purchasing/contract terms, and logistics; including use of on-line web-based tools used by suppliers
- Strong communication skills and motivated to perform support roles for fast paced CRO