



Position: Purchasing and Administration 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. Administrative responsibilities include finance and human resources support. The position requires the ability to follow procedures and adhere to applicable safety, quality, and regulatory requirements. Essential to interact with entire team in a support role to assist as needed.

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 supporting accounts payable
- Maintain and support supplier management efforts
- General office administrative human resources support, including payroll preparation and benefits communications,
- Must be on-site at iFyber Ithaca office, able to interact with co-workers who are on-site and remote.

Skills and Experience

- At minimum, a Bachelor'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
- Experience with Quickbooks and similar financial tracking systems/remote bill paying platforms
- Strong communication skills and motivated to perform support roles for fast paced CRO