

PURCHASING SPECIALIST

HIRING IMMEDIATELY!

Signing Bonus Available!

OxyGo HQ Florida, LLC., parent company of Applied Home Healthcare Equipment, has an immediate full-time opening for a Purchasing Specialist at our location in Westlake, Ohio, or Orlando, Florida.

We are a B2B, 27-year-old market leading manufacturer and supplier in North America and the leading supplier of Portable Oxygen Concentrators in the home healthcare market. We are known for our high-quality products and outstanding customer service. All fabrication and assembly of OxyGo and most Applied products are made in the U.S.A. and highly respected for quality, value, and service.

Duties/Responsibilities:

- Prepare and processes purchase orders and requisitions for materials, supplies, and equipment.
- Communicate and build relationships with suppliers to resolve issues and keep informed of future availability of materials.
- Ability to identify and build relationships with alternative suppliers.
- Collaborate with other departments to identify and develop needs and requirements for materials and acceptable substitutions.
- Performs other duties as assigned.

Required Skills/Abilities:

- Prior experience with ERP systems required.
- Experience with NetSuite a plus.
- Strong verbal and written communication skills.
- Strong customer service and negotiation skills.
- Excellent time management skills with a proven ability to prioritize tasks and meet deadlines.
- Strong analytical and problem-solving skills.
- Thorough understanding of materials and supplies used in the company.
- Proficient with Microsoft Office, SharePoint a plus

Competencies:

- Ethical Conduct
- Performance Management
- Organizational Support
- Verbal and Written Communication Proficiency

Education and Experience:

- Associate degree or equivalent in related field preferred, Bachelor's a plus.
- At least three years of experience in related field required.

Job Type: Office/Administrative. Full-time, Monday through Friday.

Benefits:

Medical, Dental, 401(k), Life, LTD, PTO, Paid Holidays

Compensation: Commensurate with experience, submit resume and salary requirements

Ask about our generous signing bonus!

COVID Precautions: Company follows CDC Guidelines

Other Requirements:

- Successful clearance of pre-employment background and drug screen required. The Company conducts business with the Federal government and complies with all applicable Federal laws, regulations, and guidelines.
- For employment, all persons hired must provide valid proof of identity and eligibility to legally work in the United States.
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An Equal Opportunity Employer

ADA Compliant

Drug-free and smoke-free workplace

Visit our Company websites:

www.oxygo.life

www.applied-inc.com

www.oxyfuelsafety.com