

Purchasing

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Company: modernvet

Location: South Jakarta

Category: other-general

Jobdesc: Regular ordering of medical and office supplies to ensure stock is available to meet the daily needs of the hospital Develop network and relationships with hospital suppliers Report stock usage by providing monthly financial reports Review stock levels to ensure appropriate stock levels are maintained Rotate stock to ensure expiration dates are monitored to minimize expiration of stock Investigate and problem-solve outstanding purchase issues Qualification: Minimum Diploma or equivalent. Previous experience in Purchasing Staff role min. 2 years Good knowledge of vendor sourcing practices (researching, evaluating and liaising with vendors) Good analytical, supportive and able to work independently Excellent attention to details High level computer skills Powered by JazzHR

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