

## Posted on NAPM-NY.org

### PUBLIC HEALTH SOLUTIONS

Job Title: Purchasing Agent  
Location: New York, New York  
Contact: [www.healthsolutions.org](http://www.healthsolutions.org). Online applications only.

Public Health Solutions, a nonprofit organization that develops, implements and advocates dynamic solutions to prevent disease and improve community health, is seeking a Purchasing Agent for its Corporate Purchasing department to initiate purchases for all commodities with emphasis on medical and pharmaceuticals as directed by the Purchasing Director, based on established methodologies for all Public Health Solutions programs. This employee will be responsible for negotiating costs/rates/agreements with vendors to aggressively reduce costs while maintaining quality and customer service. The employee will also maintain all applicable purchasing records, conduct vendor evaluations, assess supplier performance, track orders, maintain inventory, and provide follow-up services to assure products are received on time, as well as rectify discrepancies.

#### **Responsibilities:**

- Negotiates with vendors, utilizing the bid process (where applicable) inclusive of RFQ's, master agreements and service level agreements. Benchmarks products to obtain favorable pricing agreements, quality products, timely delivery to assure to all customers, upon receipt of approved requests for products and services, for all public Health Solutions related operations
- Assists in managing vendors/suppliers performance for items and services purchased so as to provide Public Health Solutions with product and services of appropriate quantity and quality at an economical price delivered within the required user's time frame.
- Submits weekly, monthly, and various other ad-hoc reports as required, to keep management apprised of current status i.e. reorder, supplier base activity, savings yielded and metrics utilizing Microsoft Word, Excel, and Access
- Assists in the management and administration of the Verian ProcureiT automated purchasing system database and is responsible for data entry into the system so as to provide Public Health Solutions with adequate product and services of appropriate quantity and quality at an economical price delivered within the required user's time frame
- Performs expediting and delivery verifications as requested by requestors and other purchasing staff.

#### **Experience and Skills:**

- College degree required, concentration in business administration preferred.
- Must have a working knowledge of purchasing policies and procedures and have at least three to five years experience in all facets of procurement.
- Must have a high degree of experience in medical purchasing.
- Experience with any or all the following: contract terminology, forecasting value and cost analysis, benchmarking, bid process and any other economical/reduction principles.
- Must be articulate, have good communication skills, negotiation savvy, and confident with math and writing skills.

For more information about working at Public Health Solutions and to apply for this position, visit our website at [www.healthsolutions.org](http://www.healthsolutions.org). We accept online applications only. Public Health Solutions is an EOE.