



### **Procurement Administrative Assistant**

**Continuant is a dynamic and growing telecommunications company located in Fife, Washington. We are an awarding winning provider of telephone maintenance nationwide. There is an excellent opportunity to join our team of professionals. To learn more and see what our customers are saying, visit: [www.continuant.com](http://www.continuant.com).**

The person who fills this position will support the Purchasing Manager in all aspects as well as fulfilling all clerical requirements for the purchasing department. The individual will be an excellent communicator, utilizing email, telephone and live conversations ensuring quality experiences in all customer interactions. The individual will have broad experience in operating systems as well as supporting computer skills. This individual will be energetic, and enthusiastically take on procedural challenges to achieve the long term departmental goal; ***"To improve on core competencies and develop our deep passions, thru which we ensure a satisfactory and pleasant experience for our internal and external customers"***.

#### *JOB DESCRIPTION:*

- *ASSIST IN PURCHASING ADMINISTRATION*
- *PROCESS INTERNAL CUSTOMER SERVICE REQUESTS*
- *UPDATE AND MAINTAIN VENDOR AND INVENTORY DATABASES*

#### *REQUIREMENTS:*

- *STRONG VERBAL AND WRITTEN COMMUNICATION SKILLS*
- *MINIMUM 80WPM TYPING ACCURACY*
- *KNOWLEDGABLE IN MICROSOFT OFFICE PROGRAMS*
- *ACCEPTS CHALLENGES AND DEMONSTRATES CREATIVE THINKING*

**Please submit resume and cover letter with salary requirements to: Sally Jordan, Corporate Recruiter at [careers@continuant.com](mailto:careers@continuant.com).**

***Continuant is an Equal Opportunity Employer.  
Drug screening and background check is a condition of employment.***