



## **Procurement Support Specialist**

**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*
- *DEVELOP PRODUCT SPECIFIC VENDOR DATA BASE*
- *DEVELOP PROCURING AND MARKETING FOR WHOLESALE OPERATIONS*
- *DEVELOP TESTING AND REPAIR OF COMPUTER & TELEPHONY EQUIPMENT PROCESSES*

### *REQUIREMENTS:*

- *CERTIFIED IN MICROSOFT OFFICE PROGRAMS*
- *ASSOCIATES DEGREE/BACHELORS DEGREE IN ELECTONICS ENGINEERING OR OTHER RELEVANT DEGREE PROGRAM – CONSIDERATION WILL BE GIVEN TO CURRENTLY ENROLLED STUDENTS*
- *ENTHUSIASTIC TEAM PLAYER, WHO IS SELF MOTIVATED, ENERGETIC,*
- *STRONG VERBAL AND WRITTEN COMMUNICATION SKILLS*
- *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.***