

Purchasing Coordinator / Administrative Assistant

The purchasing coordinator / administrative assistant performs all aspects of purchasing and front office support for a busy veterinary practice in Lexington, KY.

Duties include but are not limited to:

- Determine product availability, perform comparative pricing and negotiate pricing, confirm quality of products and establish delivery timelines
- Identify and resolve any and all issues related to product quality, pricing, delivery, and loss
- Maintain database of product and current pricing
- Answering phone, directing calls, and taking messages daily
- Process and complete client orders
- Assist with completion of equine related paperwork and insurance
- Send reports and emails to clients, services, and organizations
- Assist vets with travel arrangements and preparations
- Performs other duties as assigned

Skills & Abilities:

- Must have 2+ years of office experience
- Experience in purchasing and inventory control
- Experience in database management
- Strong organization skills, ability to multi-task and exercise independent judgement
- Must be detailed oriented
- Excellent communication skills, both in oral and written

Please email resume and cover letter to: drjohncummins@gmail.com