

Account Clerk - Purchasing

District Health Department #10 seeks a full time Account Clerk - Purchasing. This position's base county is Newaygo.

Duties:

- Prepares accurate and complete purchase orders for supplies and materials.
- Prepares records to reflect when purchased items arrive and ensures delivery of items.
- Researches vendors and collects prices, specifications, and other data related to goods and services.
- Follows up with vendors regarding late, missed or damaged orders.
- Ability to manage inventory.
- Establishes and maintains record keeping system.

Requirements:

- Associates degree in business or related field or High School Diploma with 2-3 years experience.
- Ability to type accurately and efficiently with the ability to navigate computerized databases.
- Proficient with Microsoft Office Suite.
- Able to work independently and make well informed decisions.

District health provides a competitive benefit package.

Submit resume and cover letter by 10/05/2023 to:

DHD #10
Human Resources
521 Cobb St.
Cadillac, MI 49601
or

online at: <http://www.dhd10.org/contact-us/join-our-team/>

**** EEO - District Health Department #10 is an equal employment opportunity EEO employer and will not unlawfully discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.***



HUMAN RESOURCES

521 Cobb Street
Cadillac, MI 49601



P: 231-876-3815
F: 231-775-4731



www.dhd10.org



healthdept10