



<https://ablazeph.com/job/purchasing-associate/>

## Purchasing Associate

### Description

- Inquiring IT products/Office supplies.
- Negotiating price with the supplier.
- Research potential vendors and comparing prices.
- Tracking status of orders and ensure timely delivery.
- Checking inventory stocks and monitor stock levels.
- Managing phone calls and inquiries.
- Coordinating with Sales, Accounting, Logistics Department.
- Filling Documentations.
- Managing emails.

### Qualifications

- Graduate of BS Marketing, Business Administration or any related course.
- Computer Literate (MS Word, Excel, Powerpoint).
- Good interpersonal communication skills.
- Excellent Networking and Management skills.
- Detailed oriented, Negotiation skills and can work with minimal supervision.
- Can do basic math.
- Familiarity with IT Products is advantage.

### Hiring organization

Ablaze Marketing

### Job Location

141 D Tuazon St., Quezon City,  
Metro Manila, Philippines

### Date posted

October 9, 2024