**EngeniusMicro** is looking for a part-time **Purchasing Assistant**. This role will perform daily tasks, to assist the Purchasing Coordinator in streamlining organizational accounting efficiencies, through effective communication and processes.

**Responsibilities and Duties**

* Track the purchase request process, in a timely manner, from start to finish.
* Track the purchase order process, in a timely manner, from start to finish.
* Keep vendor information and tax-exempt certificates current.
* Generate credit terms from vendors when requested and negotiate prices or terms with vendors when applicable.
* Maintain credit card purchase log and credit card sign-in/sign-out log.
* Complete a State Sales & Use Tax report each month.
* Keep property records, tagging and classifications of equipment up-to-date and assisting purchasing coordinator with annual Business Personal Property Tax report.
* Assist with shipping packages.
* Assist with travel arrangements.
* Complete travel and employee reimbursements.
* Assist with organizing and filing documents.
* Communicate with purchasing coordinator about any concerns or issues.
* Provide feedback on purchasing processes that will bring efficiency to the company and save money.
* Assist with other tasks as needed.

**Qualifications**

High school diploma required. Associates degree in related discipline of accounting or finance is preferred, but not necessary. No experience necessary. Must like math and finance; and have an interest in learning the finance world. Able to pass a background check. Attention to detail a must.

All selections are contingent upon obtaining satisfactory employment reference checks. We are an E-Verify participant. Occupants of this position must maintain the privacy of official work information and data and demonstrate the highest level of ethical conduct. To maintain our HUBZone certification, this candidate **Must live within HUBZone location as determined by the Small Business Administration (**<http://map.sba.gov/hubzone/maps/>)

**Benefits**

Flexible position: Guaranteed 20 hours/week

Job Type: Part-time

Job Advancement: Very likely

**\*EngeniusMicro is an equal opportunity employer. Qualified applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, or veteran status**.