



PURCHASING AGENT

Status:	Accepting Résumés
Company:	C-Innovation, LLC
Contact:	Ron gross
Office:	985-612-1704
Email Résumés to:	jobs@C-innovation.com

Underwater robotics at 13,000 feet? Come fly with us!

www.c-innovation.com

Education and Experience Requirements

- High school graduate or equivalent/university or technical training.
- Minimum 1 year purchasing experience.
- Minimum 0-1 year inventory tracking experience.
- 1-2 years accounting experience (not required but preferred).
- 2-3 years office admin/office manager experience (not required but preferred).
- Fluent with Microsoft Outlook, Excel, Share Point, Word and PowerPoint.
- Must be able to handle the stress of the offshore environment.
- **MUST BE ABLE TO WORK FULL TIME**, 40 hours, 8am-5pm Monday-Friday

Job Responsibilities

- Receive purchase order request forms from onshore and offshore personnel and process these forms.
- Invoice and purchase order tracking.
- Manage all vendor accounts and ensure payments are made in a timely manner.
- Provide administrative support to the Inventory and Transportation departments.
- Create and maintain weekly reports to be given to the department manager.

Compensation

- Pay is \$12-\$15 per hour depending on experience level
- We provide a positive working culture.
- Comprehensive benefits package:
 - Health, Dental, Vision, Voluntary Life, Voluntary Long-Term Disability, 401K, and company paid Short-Term Disability

*C-Innovation is an Equal Opportunity Employer and promotes diversity in the workplace.
EOE/M/F/H/V*