



Purchasing Agent

University of Wisconsin Medical Foundation (UWMF) is currently seeking a full time Purchasing Agent to join our team. UWMF is the clinical practice organization for the faculty physicians of the UW School of Medicine and Public Health, the largest academic, multi-specialty physician group in Wisconsin.

The Purchasing Agent is responsible for the daily operations of centralized purchasing department and storeroom. Responsibilities include the accurate processing of purchase orders, receipts, adding and updating stock and non stock products and pricing on People Soft software system, purchasing of general and specialized medical and clinical supplies and equipment, consulting with vendors to research products, obtaining the best products at the lowest possible pricing from quotations, bids and contracts, initiating purchase orders, resolving discrepancies in orders, along with managing inventory levels, stocking and organizing inventory, and distribution to multiple clinics. This position requires close contact with clinic management for product information, price quotations and budget planning.

Qualifications for this position include:

- Associates degree in business administration is preferred (equivalent experience may be substituted for educational requirements)
- Minimum of 3-5 years experience in purchasing is required
- Strong negotiation skills
- Purchasing Manager Certification is preferred
- Proficiency in People Soft or other Materials Management software application
- Proficiency in Microsoft Office programs is required
- Strong customer service skills

We want you to join us as a member of one of the top 10 academic health centers in the country! We offer a competitive salary and elite benefit package. For more information AND to apply on-line please visit www.uwhealth.org/careers and search for UW Medical Foundation openings.

EEO/AA Employer/Background Check Applies