



Mobile Xpress Clinics

JOB DESCRIPTION

Position Title: Procurement Specialist

Location: San Diego, California

Position Summary: Purchase supply of products/materials for Covid-19 testing and vaccination

Job description: We are seeking a skilled, organized procurement specialist to join our growing company. In this position, you will manage the company's supply of products, materials and/or services. The job entails strategizing with team members to cut procurement expenses, strong analytical, interpersonal, and communication skills are a must.

Duties & Responsibilities:

- Purchase supply of products/materials
- Determine the lowest cost for products/materials
- Track and record orders
- Receive orders and document arrivals
- Manage supply base
- Analyze market and delivery systems
- Source and interview vendors; negotiate contracts and costs
- Analyze supply base
- Prepare requisitions and purchase orders
- Monitor order expenses
- Communicate performances and costs to management
- Recommend new processes or systems for improvement; implement new ideas and strategies
- Organize and schedule procurements in a timely manner
- Operate equipment and follow all safety procedures
- Comply to scorecard measurement system to track values
- Communicate with vendors, clients, customers, team members, and managers to align goals

Requirements & Qualifications:

- Bachelor's degree in procurement, business, finance, or related field
- 1-2 years of previous experience in procurement or purchasing
- Experience in industry procedures, costs, and terms
- Proficient computer skills, including Microsoft Office Suite
- Experienced at compiling and following strict budgets
- Able to multitask, prioritize, and manage time efficiently
- Enjoy working with people
- Positive attitude
- Ability to lift 20 lbs.
- Excellent written and verbal skills required
- Covid-19 vaccination needed

Compensation: Dependent upon qualifications and experience, with medical benefits package.

About Us: Mobile Xpress Clinics is a clinical testing company focused on fighting the Covid-19 pandemic. We offer all types of Covid-19 diagnostic testing, Covid-19 vaccinations and phlebotomy services. We have testing sites in Sorrento Valley, Lemon Grove and mobile sites. We are a team of people that enjoy working together to help with health and equity in our community.