

Purchasing Clerk

We are currently searching for a detail-oriented and organized **Purchasing Clerk** to join a Multilatin company based in Doral, Florida.

This position plays a key role in the organization's supply chain, coordinating the acquisition of raw materials, packaging materials, industrial supplies, equipment, and spare parts. This role combines analytical thinking, organization, and effective communication to ensure every purchase meets customer needs while aligning with company processes and standards

This is a full-time, on-site position ideal for professionals with experience in procurement and supply chain coordination.

Key Responsibilities:

- Identify and evaluate vendors, gather quotations, and coordinate purchase orders.
- Maintain accurate records and documentation throughout the purchasing process.
- Support sales and logistics teams with timely follow-up and coordination.
- Ensure compliance with company procedures and purchasing standards.

We're Looking For:

- Bachelor's or associate degree in business administration, economics, international trade, or a related field.
- Minimum of 5 years in similar positions within the industrial sector.
- Strong knowledge of export and import processes, preparation and tracking of purchase and sales orders, and invoicing.
- Experience with ERP systems.
- Clear communication skills with internal teams and external suppliers.
- Proficiency in Microsoft Office and business communication tools.
- Bilingual - Advanced English and Spanish.

We Offer:

- Competitive salary and benefits package according to the candidate's experience
- Opportunity to grow and develop an exciting professional career and learn from an international and dynamic sector
- A collaborative and respectful work environment

If you or someone in your network is interested, please send your resume to natalialedezma@impaktatalent.com.