

## Shopping assistant

[Apply Now](#)

Company: Confidential

Location: Bucaramanga

Category: office-and-administrative-support

Join our team at a prominent healthcare organization!

We are looking for a Purchasing Assistant with technical or technological training, outstanding communication skills, solid command of Excel and extensive knowledge in purchasing management. We value people who stand out for their organization, teamwork and fulfillment of duties.

### Features:

- ° Follow up on supplier orders to ensure the timely entry of pharmaceutical products into the organization's inventory.
- ° Quote and/or purchase, with authorization from the immediate boss, the medications that are required with priority due to pending or client demand.
- ° Enter supplier invoices into the system, validating compliance with the billing requirements for purchases of pharmaceutical products in terms of company name, NIT, dates, invoiced prices, quantities, batches and others.
- ° Relate and deliver supplier billing to accounting in the specified terms.

### Requirements:

Experience in purchasing management

Extensive command of Excel

### Conditions:

Salary: To be defined + Legal benefits.

Work schedule: Monday to Friday (7:20 AM - 5:00 PM) and Saturdays (8:20 AM - 12:00 PM).

Face-to-face modality.

Contract: Fixed term.

We offer a dynamic and challenging work environment, with opportunities for professional development and growth within the organization. If you meet the requirements and are ready to join a team committed to excellence in the healthcare sector, we look forward to your application!

[Apply Now](#)

#### Cross References and Citations:

1. [Shopping assistant Jobs Bucaramanga ↗](#)
  2. [Shopping assistant Jobs Bucaramanga ↗](#)
  3. [Shopping assistant Jobs Bucaramanga ↗](#)
  4. [Shopping assistant Jobs Bucaramanga ↗](#)
  5. [Shopping assistant Jobs Bucaramanga ↗](#)
  6. [Shopping assistant search Bucaramanga ↗](#)
  7. [Shopping assistant job finder Bucaramanga ↗](#)
1. [Shopping assistant jobs ↗](#)
  2. [Shopping assistant jobs ↗](#)
  3. [Shopping assistant jobs ↗](#)

