



Neighborhood Health – Purchasing Manager
Full-time, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Neighborhood Health is looking to add a Purchasing Manager to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As Purchasing Manager, you will:

- ✓ Assist the Controller with the day-to-day management of the Purchasing Department.
- ✓ Interview vendors, secure bids, and recommend suppliers to ensure NH purchases quality product.
- ✓ Understands and follows NHC's procurement policy for bidding and quote levels. Maintains documentation supporting this process per retention requirements.
- ✓ Responsible for selecting suppliers, monitoring their performance, and maintain good vendor relations.
- ✓ Set par levels for all supplies at all locations, as needed, and oversee that levels are kept.

Requirements:

- Minimum of three years' experience in purchasing. One year of supervisory experience required.

Education Requirements:

- Bachelor's degree in a relevant field required.

This position is full-time with benefits. We offer competitive pay, health, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department by email to: hrdept@nhci.org. You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at hrdept@nhci.org