

Employer: **Galveston County Health District**

Job Title: **Purchasing Assistant**

Job Type: **Employee**

Job Status: **Full Time**

Hours / Shifts: **Day**

Salary Range: **\$13.50 - \$14.47 / hour**

Job Location: **La Marque, Texas**

Relevant Work Experience (Time): **2 - 5 yrs**

Relevant Work Experience (Education/Position): **Experienced (Non-Manager)**

Education Level: **High School or Equivalent**

Job Description: **Under the supervision of the Purchasing/Facilities Manager, the Purchasing Assistant is responsible for placing verbal and on-line orders for merchandise, receiving supplies, and coordinating equipment repairs and returns with vendors.**

Special Requirements **Must be able to perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials. Must have a valid Texas Driver's license and be able to travel between facilities as needed.**

Contact Person: **Kathrine Hall, HR Manager**

Contact Phone: **409-938-2230**

Contact Email: apply@gchd.org

Employer Web Site: www.gchd.org

Confirmation **Send a copy of the form data to your own email address.**