

## PURCHASING CLERK IN PITTSBURGH, PA

RECRUITING INDIVIDUALS WITH KNOWLEDGE OF MICROSOFT OFFICE AND SAP WITH STRONG COMMUNICATION SKILLS TO SUPPORT BUYERS IN OBTAINING AND UPDATING ACCURATE PRICE QUOTES.

### ABOUT OUR COMPANY:

With over 20 years of experience in supporting corporate and federal recruitment, workplace mentoring, and technology accessibility initiatives, Bender Consulting Services, Inc. is the leading national expert in disability employment solutions for private and public sector employers. To learn more about how to start your career with Bender Consulting Services, Inc., please visit our website at [www.benderconsult.com](http://www.benderconsult.com).

### HOW TO APPLY:

To apply for consideration for the following career opportunity for people with disabilities, please visit [www.benderconsult.com/careers/submit-resume](http://www.benderconsult.com/careers/submit-resume) and complete the electronic form.

### POSITION DESCRIPTION:

- Support buyers in obtaining timely and accurate price quotes from selected suppliers.
- Maintain updated price quotes in SAP.
- Support buyers in review sessions for the price quote process.
- Identify and report potential process improvements on the price quote project.
- Assist with additional project work as assigned.

### QUALIFICATIONS:

- High school diploma required.
- Experience with the Microsoft Office suite of products, including Outlook, Excel, and PowerPoint.
- Knowledge of Connections software, LCM databases, and SAP.
- Excellent written, oral, problem-solving, and interpersonal communication skills.
- Ability to communicate with supplier contacts and procurement colleagues.
- Demonstrated ability to maintain confidentiality at all times.