

Operational Supplies Coordinator

Southeast Louisiana Area Health Education Center, in conjunction with the Louisiana STD/HIV/Hepatitis Program, is seeking a full-time individual to coordinate all aspects of acquisitions and materials management for the office and operational needs of the Program. The incumbent will be fully responsible for, but not limited to, purchasing, invoicing, inventory monitoring, and record maintenance. The purchasing aspect involves researching, identifying and accommodating the acquisition of a wide variety of materials and services through multiple channels. The invoicing process involves working through multiple state purchasing and fiscal systems. Inventory monitoring and record maintenance duties will require extensive data management activities. Duties of this position will require the incumbent to maintain a high level of professional interactions with Program Managers, various levels of state purchasing and fiscal officials, contractors, vendors and program personnel. Therefore, the incumbent should possess outstanding communication, organizational and people's skills. A good working knowledge of Excel and/or Access is desired.

Qualifications: Bachelor's Degree in Business Administration, Management or closely related field with three years of relevant professional level experience in goods and services, purchasing and receiving, and/or invoicing. Capable of lifting and carrying up to 50 pounds

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree. Capable of lifting and carrying up to 50 pounds.

Desired: Master's degree in Business Administration or closely related field with at least two (2) years of relevant professional level administration/business experience.

Send cover letter, resume, and professional references to: Sarah.Robertson@la.gov Must reference job title in subject line. **Open until filled.** EOE/AA Employer