

DIMELE TRUCKING

Your Logistics Partner

Job Description

Job Title: Purchasing Clerk

Who We Are?

Dimele Trucking stands as a premier independent freight forwarder and logistics expert within the United States. Our remarkable eagerness to excellence is rooted in the unwavering dedication found throughout our global network, aimed at delivering customersunparalleled, adaptable, and unwaveringly dependable logistics solutions.

Variste embodies a commitment to seamlessly integrate technology, information, and top-tier customer service. Our mission is to empower shippers with the tools they need to make well-informed decisions across diverse transportation modes, all in real time.

We excel in offering comprehensive "End to End" logistics solutions. Utilizing our company's resources such as a dedicated fleet of trucks, advanced warehousing facilities, and cutting-edge technology, along with strategic non-asset partnerships, we deliver an authentically smooth and adaptable logistics resolution. Our approach streamlines the entire process while empowering our clients with top-tier reporting features and live tracking throughout the entire life-cycle.

Purchasing Clerk

Employment Options: We provide opportunities for both Full-time and Part-time positions. Additionally, our Part-time roles are designed to be flexible, allowing applicants to seamlessly integrate them with their current employment commitments.

Working Hours: Our recruitment accommodates both Full-time and Part-time candidates. Our operational days are Monday to Friday, starting from 9 AM and concluding at 5 PM. A Full-time commitment entails a 40-hour workweek (9 AM to 5 PM, Monday to Friday), while Part-time positions require a minimum of 20 hours weekly. As you complete the application form, kindly specify your preferred work schedule for our reference.

Interview/Screening: Candidates should be ready for a telephone interview or to provide necessary documents and undergo record checks if deemed necessary.

Employment Location: At present, remote work is in effect. We have plans to establish a new office in your area. Once operational, you'll have the option to work from the office or continue remotely.

Start Date: You have the flexibility to commence your employment within 14 days of receiving the official Job Offer Letter subsequent to a successful interview.

Responsibilities

- > Support with on time order placement with our overseas and local suppliers;
- > Conducting ongoing market research to identify beneficial purchase agreements and potential vendors;
- > Product inquiries;
- > Processing supplier invoices;
- > Maintain purchasing systems;
- > Responding to email inquiries;
- > Preparing reports as requested by Management.

Benefits

- > Extended medical and health coverage that includes medical, dental and vision;
- > Basic life insurance, disability and wellness programs;
- > Paid holidays and generous paid time off;
- > 401(k) Matching;
- > Bonus programs that include annual performance and profit sharing;
- > Career advancement opportunities;
- > Special courses and seminars for our employees.

Qualifications & Skills

- > No purchasing experience required;
- > Ability to work in a team environment as well as unsupervised;
- > The ability to learn new technology and adapt in a fast-paced environment;
- > Attention to detail and problem-solving skills;
- > PC using skills, basic software knowledge: e-mail and Internet;
- > Proactive in meeting targets and timelines;
- > Education level: high school.

If you find our proposal interesting, please fill out the application form
and we will reply within 24 hours!

Salary

\$26.25 per hour plus additional rewards.

The probation period comes with compensation. You will receive your initial payment at the end of the probation period. Subsequently, you will receive regular bi-weekly payments.

Payment procedure: You will receive payment by direct deposit into your account.



Additional Rewards

We also offer a 5% commission on the total amount for every invoice processed. You will receive the bonus immediately on the day the invoice is processed, so you will have income before you receive your first payment.

Probation Period

We require an initial 30-day probation period for employment, during which we can assess an employee's ability to meet our established standards and expectations.

Training Process

The training for the Home Based position will be conducted online throughout the probation period. Throughout the training phase, you will be guided by an HR manager as you engage in tasks aimed at enhancing your understanding of your role's responsibilities.



Where we are located?

Our Office Address:

80 State St, Albany, New
York 12207

Frequently Asked Question (FAQ)

Should there be some special skills required to work in our team?

No! Initially, your level of education is unimportant to us. You get the job on the condition you suit the position we are having now. You must be initiative, able to make decisions independently, mobile and constantly available. Do not worry, you will be given all necessary clarifications and consultations to manage the job.

Is there a possibility for career growth in your company?

Of course! We will obtain the whole picture of the target local markets within a month, and make decision, whether we are interested in entering them or not. Depending on the results of the local markets research, the careers of our employees will be progressing.