



**\*\*\*\*\* IMMEDIATE JOB OPPORTUNITY\*\*\*\*\***

Service Solutions Group, a nationally recognized and award winning commercial cooking/refrigeration service company, is seeking a Purchasing Specialist for our Cincinnati, OH branch. The Purchasing Specialist is responsible for procurement of parts needed for service jobs and distribution parts sales. This individual is also responsible for expediting and following up on all purchases to ensure the best possible customer service. The position also checks to see if stock is in another warehouse in the company and decides the most economical way to satisfy the customer.

Essential Job Functions include but are not limited to:

- Follows pre-established criteria to make purchasing decisions.
- Purchases materials and supplies from qualified sources at the lowest cost while maintaining the highest levels of quality and reliability.
- Out sources goods & services, negotiates with sources to determine the best quote based upon price, quality, and reliability.
- Expedites and provides follow up on all purchases to ensure excellent customer service.
- Develops and maintains records on all transactions in order to provide the highest level of customer service, and obtains vendor feedback for the purpose of process improvement.

Service Solutions Group provides service for commercial food equipment and is located in AZ, CA, IA, KY, and OH with over 270 employees. Excellent benefits including medical, dental and other insurances, vacation and sick hours, holiday pay and a 401(k) with a company match.

**REQUIREMENTS**

High School diploma or GED. Analytical individual with the ability to draw logical conclusions and problem solve. Experience using MS Office Suite (Word, Excel) and Lotus Notes. Ability to work independently and as a team player. Excellent verbal and written communication skills.

Please fax or email resume and salary requirements to  
HR at (480) 302-3324 or [mandy.meister@servicesg.com]