

University Mechanical is currently seeking applicants for a Buyer position in our El Cajon, CA. Office. This person will report directly to the Purchasing Manager.

Requirement: Must have 3-5 years experience in materials procurement preferably with a Commercial & Industrial Mechanical Contractor. Needs to have a good working knowledge of piping/plumbing materials and systems. Candidates must also be able to read and understand plumbing & mechanical material specifications. Job tasks will include day-to-day materials procurement, requests for quotes, assembly and review of material and equipment submittals, data entry, and other duties as the position requires.

Must have excellent organizational and communication skills and the ability to manage and prioritize multiple tasks in a fast paced environment. Must be proficient with MS Excel. Experience with MS Word, MS Access, Lotus Notes and J.D. Edwards is a plus.

UMEC is an Equal Opportunity Employer

E-mail (preferred) fax, or mail your resume to University Mechanical & Engineering Contractors.

Attn: HR-BB

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