Continental Flooring Company, a nationwide flooring contractor, seeks a detailed, bright and energetic person to join our purchasing team. This person should be self-confident, a quick thinker and internally motivated. Ideal candidate will be someone with a pleasant yet competitive personality and a desire to learn and grow.  
  
Primary responsibilities for this entry level position include working with the Purchasing Manager to provide administrative support to the Purchasing Department and will include setting up budgets in our accounting system, interacting with suppliers for shipping information, updating and maintaining customer databases, providing customer service internally to our Sales Department as well as providing customer service to our customers and logging and typing purchase orders as directed by the Purchasing Manager.   
  
Qualifications include:  
\* Detail oriented  
\* Positive, self-motivated attitude a must   
\* Team player   
\* Strong Organization Skills  
\* Positive Work Ethic   
\* Excellent customer service/people skills   
\* Proven oral, written and interpersonal communication skills   
\* Computer literate and technology friendly  
  
Excellent benefits package including medical, vacation and 401(k) plan. Drug testing is a condition of employment.  
Email: jobs@continentalflooring.com  
Fax: [480-945-2603](stcall://914809452603/)  
Notes: This is a regular full-time position. Company is located in Scottsdale off of the 101 and Via Linda. Visit www.continentalflooring.com for additional company information.