

2023 Stockton Co-Op Positions

Anticipated weekly hours: 37.5

Procurement & Supply Chain

Position: Buyer I

Key Duties

- Ordering stock or non-stock hospital supplies
- Processing requisitions
- Product research
- Data entry
- Follow up on back orders
- Vendor selection
- Maintaining up-to-date information on products

Key Learnings

- Supply Chain Services functions and procedures
- Communication and customer service skills
- Data entry and maintenance
- Critical thinking skills
- Process management