

Job Title	Purchasing Coordinator and Mail Room Clerk
Employer/ Agency	DePelchin Children's Center
Job Description	<p><i>DePelchin Children's Center is an accredited foster care and adoption agency, serving the most vulnerable children and families in Texas and working to break the cycles of abuse and neglect.</i></p> <p>The Purchasing Coordinator and Mail Room Clerk is responsible for performing mail room, general office, accounting and purchasing functions for the agency. This person must be professional and perform functions in a timely manner with a high level of organizational skills.</p>
Qualifications	<p>Experience/Skills Required:</p> <ul style="list-style-type: none"> • High School Diploma or equivalent. • One year general office or mail room clerk and purchasing experience. • Possess excellent communication skills and be comfortable interacting with various levels of employees and vendors. • Possess good mathematical skills. • Ability to prioritize tasks by their due dates and place supply orders in a timely and efficient manner. • Must be highly organized.
Salary/Hours	<ul style="list-style-type: none"> • Hiring range: \$14.60 hourly • Classification: Full-time, Temp to Hire, Non-Exempt
Employer/Agency	DePelchin Children's Center
Address	4950 Memorial Dr.
City, State, Zip	Houston, TX 77007
Contact Person	Helen Powell
Contact Title	Talent Acquisition Specialist
Telephone Number	713-802-7643
Fax Number	713-802-7676

Email Address	careers@depelchin.org
Application Method	Click on the link to apply: https://recruiting.ultipro.com/DEP1000DCC/JobBoard/d24d005f-97d2-41ec-a969-02533535def2/OpportunityDetail?opportunityId=a13015ed-75b3-4bea-9ae2-205e3e3c84f4
Opening Date	Immediate

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