

American First Credit Union

Position: Facility & Purchasing Associate

- Monday thru Friday, 30 hours per week with generous benefits.
- Depending on experience \$13-16 per hour plus annual bonus.
- Will report to our corporate office in La Habra but visit our 6 branches throughout OC as need.
- Will supervise on-site facilities and equipment inspections with vendors. Monitor maintenance and service agreements. Coordinate with all departments to ensure proper supply requisition, inventory, and capital expenditure acquisitions and repair services. Responds to departments' requests. Ideal candidate will be a team player will have 3+ years experience in Facilities/Purchasing. Excellent people, vendor & negotiating skills. Must be knowledgeable with office equipment and software systems.
- Please send resume to hr@amerfirst.org or fax to 562-237-5138. To learn more about AFCU please visit www.amerfirst.org