

George Furtado

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A challenging position where I can continue my career in an office environment and/or customer service to demonstrate my strong organization and people skills

2007-Present

Work Experience

Purchasing Specialist

Kyocera Document Solutions Of New England - Wilmington, MA

July 2007 to Present

- Process purchase orders for office equipment and supplies
- Maintain inventory levels
- Advise requestors as to best supplier, best price and availability
- Negotiate price and/or terms and conditions where applicable
- Place orders with online vendors
- Track Procurements for vendor compliance with agreement terms and dates
- Review Procurements for adherence to company policies
- Process supply sales orders for shipment to external customers
- Requisition and distribution of internal office supplies
- Receive all supplies and equipment via internal inventory system
- Monitor overall Procurement procedures for possible improvements
- Log equipment identification and serial numbers
- Create returns to vendors and credits to customers
- Accounts receivable calls
- Repairs and maintenance to office equipment and furniture
- Substitute coverage for vacationing mailroom and switchboard personnel

Accounts Payable

- Reconcile invoices to appropriate purchase orders for payment
- Monitor invoices for discounts or discrepancies
- Process company invoices utilizing E-Automate accounting software
- Research to obtain missing approvals and supporting documentation
- Analyze vendor accounts and negotiate extended terms
- Process accounts payable checks
- Prepare supporting documentation for filing after payments made
- Communicate with vendors regarding accounts payable issues
- Respond to management requests for payment information
- Maintain vendor files and relationships

Purchasing Agent

THE HARTFORD INSURANCE GROUP - Boston, MA

January 1986 to December 2007

- Received and processed office supply orders from all departments
- Maintained inventory levels
- Processed purchase orders
- Verified and approved invoices for payment
- Negotiate contracts with vendors
- Coordinated and executed internal office relocations
- Placed orders with online vendors
- Distributed orders upon arrival
- Liaison between company and building management
- Performed workstation/office assessments to determine ergonomic needs
- Installed and removed equipment based on ergonomic recommendations
- Repairs and maintenance to office equipment and furniture
- Substitute coverage for vacationing mailroom and switchboard personnel
- Tracked employee attendance and vacation usage
- Member of the Emergency Response Team

Education

Non-Credit Training

BOSTON BUSINESS SCHOOL - Brighton, MA
1980 to 1982

Skills

- Microsoft Excel
- Microsoft Outlook
- Microsoft Word
- General repair of office equipment and furniture
- Trained in the use of a Defibrillator
- Certified in Adult First Aid
- Certified in Adult CPR/AED