



REF: ADM/0201-8
ISSUE: 3
REV: 0
DATE: 05/18/2023

JOB DESCRIPTION

The nature of **LIN ZHI INTERNATIONAL's** business dictates that personnel must remain flexible with the ability to accept responsibilities within their educational and training levels. These may be different from those stated on their "Terms of Employment."

JOB TITLE:

Purchasing Clerk and Information Technology (IT) Assistant

*This position is Purchasing track and is not suitable for candidates seeking an entry-level IT position

RESPONSIBLE TO:

Purchasing Clerk – Responsible to General Manager

IT Assistant – Responsible to VP of Operations and General Manager

PURCHASING CLERK GENERAL DUTIES (80%):

- Execute purchasing requests
- Research and compare prices for various goods and services
- Coordinate external calibration/maintenance services
- Maintain correspondence with vendors and update vendor logs
- Track employee receipts and reimbursements
- Organize and Maintain purchasing contract database
- Monitor and organize Purchasing email inbox
- Backup LZI inventory
- * Additional duties may be added as the need arises

IT ASSISTANT GENERAL DUTIES (20%):

- Assist IT Technician in troubleshooting information technology-related issues for both hardware and software
- Assist IT Technician in providing end-user support for a variety of web applications, hardware, and software
- Coordinate the set-up, implementation, and maintenance of data services, phones, computers, and printers
- Assist IT Technician in maintaining and troubleshooting all networking, routing, computer systems, virtual private network systems (VPNs), remote desktop systems, and servers for performance and security related issues
- * Additional duties may be added as the need arises

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PURCHASING CLERK SPECIFIC DUTIES (80%):

- Assist in keeping Purchasing office and office supplies clean and organized
 - Responsible for daily monitoring and communications of Purchasing@lin-zhi.com
 - Responsible for meeting day-to-day Purchasing demands, including researching best prices and making quality determinations for requested items, and creation and preparation of purchase orders (POs)
 - Coordinate external calibration/maintenance services with LZI Departments
 - Assist with price comparison studies, cost assessments, and presentations on vendors and products
 - Assist in gathering information for purchasing reports and updating vendor records
 - Assist in gathering information on new vendor assessments
 - Organize and update records throughout Purchasing Department
 - Assist, backup, and help organize inventory by coordinating with Accounting, Shipping, Production and other relevant Departments as necessary
 - Creating Purchasing forms and documents to keep track of all Purchasing-related activities such as inventory, logs, price comparisons
 - Provide vendors updates on requests or orders by communicating with relevant LZI team members
 - Work with and provide feedback for LZI's Internal Ordering System (IOS)
 - Assist with creating and updating Purchasing Standard Operating Procedures (SOPs) and Protocols
 - Communicate and collaborate with Accounting, Shipping, Recruiting, and other Departments as necessary, including: attending regular Accounting meetings, tracking Purchase orders, reconciling LZI purchases, QuickBook entries, vendor record-keeping, monitoring invoice and PO approvals, and monitoring job posting durations and charges
 - Assist Purchasing Lead with assigned projects
- * Additional duties may be added as the need arises

IT ASSISTANT SPECIFIC DUTIES (20%):

- Assist in resolving IT related requests and training for end users via telephone, walk-in/onsite support, email, text, or instant messages, including troubleshooting, diagnosing, and repairing hardware or software issues (such as Windows Desktop OS and Microsoft Office applications)
- Assist in setup, configuration, and management of equipment such as desktop computers, laptops, printers, and scanners
- Assist in setup, configuration, and management of network switches, routers, firewalls, wireless access point (AP)
- Assist in setup, configure, and manage virtual and non-virtual server environment, network-attached storage (NAS), and backup systems
- Assist in maintenance and support end user remote-access solutions, including VPNs
- Assist in scheduling regular server maintenance via patches and updates during after-hours to prevent server downtime
- Inventory and record the distribution of equipment (hardware and software) to staff
- Record the permission access of individual staff and groups to shared network information
- Record, track, and document the help desk request problem-solving process, including all successful and unsuccessful decisions made, and actions taken, through to the final resolution

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IT ASSISTANT SPECIFIC DUTIES (20%), (CONT'D):

- Keep informed of required software and anti-virus updates and manage implementation of updates for company systems
 - Assist with obtaining and organizing pricing and performance assessments of IT vendors, providers, hardware/software performance, and cost-effectiveness
 - Proactively inform supervisors of any technical support documentation that needs updating/amending and assist with new hardware/software research and updates to current hardware/software
 - Keep confidentiality
- * Additional duties may be added as the need arises

QUALIFICATION & EXPERIENCE REQUIREMENTS:

- B.A. or B.S. degree, preferably in business, accounting, or related field
- QuickBooks knowledge preferred
- Advanced knowledge of with Internet/e-mail, Microsoft Word, Excel, and PowerPoint programs are required
- Excellent verbal and written communication skills
- Highly organized and detail-oriented
- Ability to multi-task
- Team-oriented
- Skilled with Google Mail, Google Drive, Google Sheets, and Google Docs
- Network troubleshooting knowledge
- Experience with Google Chat, Zoom, Microsoft Teams, and WebEx preferred
- Ability to convey technical knowledge to non-technical colleagues
- Ability to learn quickly on the job and keep up with technology changes
- Strong customer service skills - courteous and professional

GENERAL ON THE JOB TRAINING & PREFERENCES:

- QuickBooks
- PO Creation



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Lin-Zhi International, Inc. is committed to building a diverse and inclusive work environment that reflects the society and communities in which we are located. We are committed to diversity and actively seek out applicants from groups facing systemic inequities in the biotech world.

Lin-Zhi International, Inc. is an equal opportunity employer. We enthusiastically welcome and accept our responsibility to make employment decisions without regard to race, gender, sex, sexual orientation, gender identity, age, religious creed, color, national origin, religion, marital status, medical condition as defined under State law, disability, genetic information, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, state, and/or local laws and ordinances.