



Job Description/Posting

Job Title:	Purchasing Clerk	Department/Group:	Operations
Reports To:	Director of Supply Chain	Position Type:	Hourly/Full Time
Headquarters Location:	Lebanon, NH	Fair Labor Standards Act (FLSA):	Non-Exempt
Level/Salary Range:	\$40,000 - \$58,000	Travel Required:	Minimal
HR Contact:	VP of HR, Operations and Compliance	Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:			
Internal posting URL:			
Applications Accepted By:			
E-mail: cindi.mcbain@lyme.com		Mail: Cindi McBain / CONFIDENTIAL Lyme Technology Solutions 240 Mechanic Street, Suite 301 Lebanon, NH 03766	
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<p>JOB SUMMARY: Under the direction of the Director of Supply Chain, LYME's purchasing clerk is responsible for placing purchase orders, tracking, and other order follow up activities to ensure goods are delivered on schedule to our customers. Purchasing clerks may also cross-train in quoting and invoicing duties to provide additional support to the Sales and Accounting Teams.</p> <p>Major Functions/Accountabilities</p> <ul style="list-style-type: none"> • Order Management <ul style="list-style-type: none"> ○ Generate purchase orders ○ Verify item pricing as well as order terms and conditions. Route/escalate requests to appropriate departments as appropriate. • Vendor Coordination <ul style="list-style-type: none"> ○ Liaise with suppliers to schedule deliveries, track shipping statuses, and resolve discrepancies. • Record Keeping <ul style="list-style-type: none"> ○ Maintain accurate files for purchase orders, supplier contracts, delivery logs, etc. • Problem Solving <ul style="list-style-type: none"> ○ Address issues like damaged goods, late shipments and return merchandise authorizations (RMAs). • Cross-Functional Support <ul style="list-style-type: none"> ○ Cross-train in quoting, invoicing, and other duties so as to provide additional support and depth to the Sales and Accounting Teams as needed. 			



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- Uphold the LYME Standard.
- Establish strong, professional relationships with customers, prospects, coworkers, and vendors, based on solid rapport and trust.
- Adhere to Lyme policies, code of ethics and conduct, and standard of doing business.
- Demonstrate a commitment to continuing professional and personal development through:
 - Active participation in and support of Lyme’s ongoing development and training efforts
 - Obtaining appropriate service and/or sales certifications, as appropriate
 - Remaining current in industry trends through relevant training, trade show attendance, reading of trade journals, etc. as appropriate
- Other duties or projects, as assigned by the Director of Supply Chain.

Skills/Qualifications:

- Minimum of a high school diploma or GED equivalent; associate's or bachelor's degree in business or supply chain is a plus.
- 1+ years of experience in purchasing, administrative, or supply chain roles preferred.
- High level of commitment to exceptional customer service and relationship building
- Strong written and verbal communications skills
- Strong problem solving, organizational, and interpersonal skills
- Ability to multitask while maintaining a high level of accuracy and meet deadlines
- Ability to work both individually and in a team environment, remotely and/or in an office environment; most times with limited supervision
- Self-motivated with the ability to work in a fast-paced and constantly changing industry
- Proficiency in relevant software and platforms such as: MS Office/Teams/Outlook, and Contraqer/NetSuite (preferred)

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Disclaimer: *The above statements are intended to describe the general nature and level of work being performed in this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skill required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

Lyme is an Equal Opportunity Employer. [Mandatory Postings](#)

Reviewed By:	Kelly Harris	Date:	6/17/2026
Approved By:	Kelly Harris	Date:	6/17/2026