[Health and Medical Supplies LLC](https://protect-us.mimecast.com/s/uygNC31Y1LFXEOnycgwU3U/) (HMS) is looking for an ethical Sales and Procurement Officer with integrity to join its growing team. We need help reaching out to states, hospitals, and school districts so that HMS can become a preferred vendor for their personal protective equipment (PPE) needs.

Your responsibilities include, but are not limited to:

* Registering HMS as a business vendor through state or other registration processes;
* Filling out COVID procurement forms (for states or other entities);
* Putting together proposals in response to bids; and
* Navigating websites for hospitals and other systems to get to purchasing agents.

Sometimes business registration processes can be convoluted, and we need someone with the patience, diligence, attention to detail, accuracy, and follow through necessary for HMS to become a vendor.

The ideal candidate is:

* A good communicator with a customer service bent;
* Computer savvy and comfortable using Microsoft Office, CRMs, Google Suite, Slack, and other tools;
* Highly organized when it comes to document creation and maintenance;
* Able to follow instructions AND ask for help when needed; and
* A self-starter who takes initiative.

Although prior sales experience is not necessary, it will be a plus if you do have some, especially in medical sales.

**Equipment**

Ideally, the candidate will already have a computer with Microsoft Office and built in speakers for computer audio/VOIP, cell phone, and headset. HMS will provide you with an email address and access to various tools, such as Google Suite and Slack.

**Pay**

$20-25/hour plus commission for up to 30 hours/week for the next two weeks. Bonuses offered. HMS will reevaluate your pay and hours after two weeks.

**Contact HMS**

Interested applicants can email us at info@healthandmedicalsupply.com. Please put **Sales Associate** in the subject line