

Remote Job Position - Health Tech Supplies LLC

Position: Remote Procurement & Order Coordinator

Department: Internal Procurement Team

Location: Remote (U.S.-Based)

Type: Part-Time | Independent Contractor

Pay: \$45/hr based on performance and reliability + Weekly Bonuses

About Us

Health Tech Supplies LLC is a fast-growing supplier of medical equipment and healthcare essentials. We help clinics, private practices, and individual providers access trusted solutions across the U.S.

To keep up with demand, we're expanding our internal procurement team - bringing on dependable remote agents to help streamline operations and maintain a fast, reliable order system.

Role Overview

We're looking for a Remote Procurement & Order Coordinator to support our internal logistics and vendor orders. You'll be responsible for placing approved orders through our platform, confirming shipping details, and submitting receipts for internal tracking.

This decentralized approach helps us avoid processing delays and allows our team to work smarter - with everything documented and pre-approved for transparency.

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Responsibilities

- Place approved orders through our platform and designated vendors
- Confirm order details and ensure payment is processed successfully
- Verify shipping addresses and track order fulfillment status
- Upload receipts and purchase confirmations for internal records
- Maintain simple order logs and communicate with your assigned team lead

Requirements

- U.S.-based with valid government-issued ID
- Reliable internet access and a smartphone or laptop
- Detail-oriented, trustworthy, and organized
- Comfortable processing pre-approved transactions on behalf of the company
- No prior experience needed - full guidance provided

Pay & Perks

- \$45/hr based on performance and reliability
- Weekly payments via direct deposit
- Monthly performance bonuses
- Fully remote - work from anywhere in the U.S.
- Low-stress, flexible workload - ideal for side income

How It Works

We use a distributed fulfillment system to streamline internal procurement. This means you'll act as a trusted remote coordinator, handling order placement and documentation in a secure,

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pre-approved workflow. It's fast, reliable, and fully trackable with clear communication and zero guesswork.