

POSITION DESCRIPTION

Purchasing Assistant

Position Purchasing Assistant

Department/Site Purchasing and Warehouse

FLSA Non-Exempt

Evaluated by Director of Purchasing and Warehouse

Salary Range 24

Summary

Performs administrative, technical, and administrative support duties in support of purchasing functions such as contracts, inventory control, and records.

Essential Duties and Responsibilities

- Receives and reviews requisitions. Requests quotations and bids. Compares and analyzes quotations and recommends bid awards on commodity and routine purchases. Ensures product compliance with bid requirements.
- Assists end-users with problems associated with generating computer-aided requisitions and purchase orders. Works with the information technology staff to resolve system problems. Orients and explains the steps needed to produce purchase orders.
- Prepares purchase orders for a variety of administrative services, supplies, and equipment including service contracts. Maintains records of transactions and use of equipment and services.
- Pre-encumbers requisitions and encumbers each purchase order processed by accessing information from and onto an automated purchasing and financial system. Sends information to the accounting department for payment.
- Researches and prepares lists of vendors, professional associations, advertising sources, and other categories to support the bid announcement process.
- Prepares, from standing procedures and instructions, contract documents, purchase orders, and special documentation for bonds, insurance, etc. Ensures proper authorizations before distribution.
- Obtains price verifications from existing and approved vendors. Interviews vendors for sources of supply, terms, delivery, product information, new products, standards, and follow-up.
- Maintains relationships with vendors. Organizes vendor files containing contact information, delivery, cost, and quality performance, and other information that supports ordering. Maintains the district's vendor code files.
- Reviews contractual arrangements for compliance with agreed upon terms and conditions. Maintains active files of all purchasing contracts, ensuring that balances reflect completed transactions, work-in-progress, and anticipated needs.
- Performs a variety of clerical responsibilities in support of the purchasing function. Types memos for communication to vendors or staff.
- Receives forms from the warehouse that verify distribution of supplies and other merchandise to departments. Verifies that costs and quantities match to original records. Tabulates, prepares summary forms, and remits for accounting.
- Assists with receiving of merchandise to the central warehouse and/or directs shippers to the proper location, notifying others of delivery.
- Participates in year-end inventories by input and reconciling of recorded versus physical differences. Documents transactions in order to support annual audits.
- Performs other duties as assigned that support the overall objective of the position.

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Qualifications

Knowledge and Skills

- Requires a working knowledge of procedures used in contracting for the purchasing of supplies, furniture, and stationary equipment.
- Requires a basic knowledge of the specification development process.
- Requires working knowledge of data entry requirements for automated purchasing systems.
- Requires working knowledge of the district's purchasing policies and procedures.
- Requires a basic knowledge of inventory management, including economic reorder points, accounting and inventory.
- Must be familiar with modern office methods, practices and equipment pertinent to purchasing.
- Requires sufficient communication skills to convey technical information to other departments and vendors.

Abilities

- Requires the ability to perform all of the essential duties of the position effectively and efficiently with minimal supervision.
- Must be able to plan and prioritize work to meet schedules and timelines.
- Requires the ability to use a personal computer to access and enter information onto established data entry screens, format and produce typewritten documents, and lookup information stored on databases or internet.
- Must be able to learn, interpret and rules, policies, and procedures affecting District purchasing operations.
- Must be able to maintain detailed and accurate records.
- Must be able to communicate courteously with contacts within and outside of the District.

Physical Abilities

- Incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a pointing device and personal computer keyboard at an advanced rate, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

Education and Experience

- A high school diploma, or the equivalent, and two years of general purchasing experience.

Licenses and Certificates

- May require a valid driver's license.

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Working Conditions

- Work is performed indoors where minimal safety considerations exist.