

Assistant, Purchasing

FLSA Status: Non-Exempt

Pay Grade: 8

Job Title ID: 16354

Job Series/Job Family: Business Services Series / Purchasing/Inventory Family

Reports To

Manager, Purchasing

Job Purpose

To provide assistance to Buyers; process requisitions and ensure compliance with purchasing guidelines.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Assists Buyers with requisitions and processes purchase orders; logs requisitions and makes small purchases.
2. Provides customer service assistance to budget authorities and end-users within and outside ACC; follows up with vendors regarding all outstanding purchase orders including inquiries for items or invoices not received by departments or Accounts Payable Department.
3. Provides system administration for online ordering system including processing and releasing orders, user set up and approval, and maintenance.
4. Maintains various databases for recording items received, price changes, and purchase order changes; updates vendor database for e-vendor processes.
5. Conducts Internet research for Buyers to determine sources of supply prior to major purchases and/or award of contracts.
6. Sends out requests for quotes and determines best value offered by vendors in relation to small dollar purchases.
7. Files and maintains purchase orders, blanket orders, and vendor applications.
8. Distributes mail, requisitions, and purchase orders to the Purchasing Department and the Accounts Payable Department; assists in expediting payments to vendors in coordination with Accounts Payable.
9. Provides administrative assistance in relation to bids and requests for proposals as required.
10. Ensures compliance with purchasing policies, procedures, and guidelines.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Purchasing terminology and processes.
- Invoices, requisitions, and purchase orders.
- Vendor databases.
- Online ordering systems.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing customer service to budget authorities and end users.
- Conducting Internet research.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 20 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- One year purchasing or office work experience.

Education

Required

- High School diploma or equivalent.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.