

PURCHASING ASSISTANT

DEFINITION

To perform routine purchasing and clerical duties relating to the acquisition of supplies, equipment, and material for the District.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Purchasing.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Type purchase orders, change orders, continuing orders, quotes and bids; expedite orders; follow through on orders until merchandise is correctly received; contact vendor and campus personnel to resolve problems.

Interpret laws, rules and regulations affecting District purchasing operations.

Maintain daily log books of purchase orders, change orders and U.P.S.

Assist in bid openings and recaps.

Issue vendor numbers and process for computer.

Organize and type Board Report; type confirming orders.

Verify rough register, verify with Accounting Department that payments are correct.

Perform year-end inventory and year-end accounts payable and carryovers.

Operate a variety of office equipment, including a computer, calculator and word processor.

Answer phones; open and distribute mail; relieve switchboard operator and mailing operator.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods and procedures used in purchasing of supplies and equipment commonly acquired for a community college.

Office equipment procedures and practices, including filing systems, receptionist and telephone techniques, and letter and report writing.

English usage, vocabulary, spelling, grammar and punctuation.

(Over)

PURCHASING ASSISTANT

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Skill to:

Effectively purchase a variety of equipment and supplies.

Learn and interpret laws, rules, and regulations affecting community college district purchasing operations.

Perform a variety of clerical work of above average difficulty; type at a rate of not less than 45 net words per minute from clear copy.

Operate a variety of office equipment including a calculator, copier and personal computer.

Understand and carry out both oral and written instructions.

Communicate effectively and concisely in oral and written form.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

One year of experience in a purchasing department performing duties involving purchasing, stores inventory control, preparation of purchase orders, or processing of requisitions.

Training:

Equivalent to the completion of the twelfth grade supplemented by courses in business or a closely related field.