

9130

PURCHASING ASSISTANT

Nature of Work

Under general supervision, at the full-performance level, performs complex clerical work, organizing and coordinating the purchasing activities within an agency. Performs related work as required.

Examples of Work

Reviews purchase requisitions and determines if required merchandise is contracted or if manufacturer bids must be solicited; collects bids, if required, and screens to determine most cost efficient meeting the requirements of the requisition.

Checks purchase orders for accuracy, completeness, and clarity; corrects any ambiguities in purchase orders and adds needed information.

Types and/or composes purchase orders, correspondence, memoranda and reports.

Obtains all necessary product information from requester including size, quantity and color in order to accurately complete the purchase order.

Records order and requisition number and delivery data in ledger and retains for use in billing and order verification.

Contacts contract vendors to confirm shipping channels and delivery costs.

Oversees the order to assure that it meets the contract agreement and arrives in good condition and in a reasonable amount of time.

Knowledge, Skills and Abilities

Knowledge of basic arithmetic and/or bookkeeping.

Knowledge of governmental purchasing procedures.

Knowledge of basic clerical procedures.

Ability to review forms and merchandise accurately in order to determine that certain standards and specifications are met.

Ability to work with numbers and perform close detailed review of merchandise and documents.

Ability to type accurately.

Ability to communicate effectively with others, both verbally and in writing.

Minimum Qualification

TRAINING Graduation from a standard high school.

EXPERIENCE Two years full-time or equivalent part-time paid clerical experience which included familiarity with purchasing.

SUBSTITUTION: Successfully completed study from a regionally accredited college or university may be substituted through an established formula for one year of the required experience.

Established: 9/19/90

Revised: 11/21/91, 3/3/11

Effective: 3/3/11