



Prepare and maintain a variety of records and reports related to purchase orders, inventory, expenditures, product information, prices and assigned activities; maintain files of purchase orders, insurance certificates, W-9s, and other document files as assigned

Operate a variety of office equipment including a calculator, copier, fax machine, printer, computer and assigned software

Prepare a variety of correspondence related to the purchasing function; receive and respond to e-mails and phone inquiries; receive and sort USPS mail

Provide training in the proper use of purchasing software to employees as needed

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic purchasing policies, practices and terminology

Applicable laws, codes, regulations, policies and procedures

Local vendors and sources of supply

Technical aspects of researching, comparing and purchasing supplies, materials and equipment

Record-keeping and report preparation techniques

Operation of standard office equipment including a computer and assigned software

Interpersonal skills using tact, patience and courtesy

Oral and written communication skills

Telephone techniques and etiquette

Correct English usage, grammar, spelling, punctuation and vocabulary

Mathematical computations

ABILITY TO:

Perform a variety of technical duties involving the purchase of services, supplies and equipment

Research and evaluate sources of supply

Obtain verbal and written price quotations

Prepare, review, verify and process purchasing forms and documents

Order items in accordance with policies and procedures

Maintain vendor lists and catalogs

Process bid specifications

Operate standard office equipment including a computer and assigned software

Establish and maintain cooperative and effective working relationships with others

Understand and follow oral and written directions

Plan and organize work

Communicate effectively both orally and in writing

Maintain records and prepare reports

Meet schedules and time lines

Add, subtract, multiply and divide quickly and accurately

Type or input data at an acceptable rate of speed

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, accounting or related field and four years experience in the purchase of supplies and equipment

WORKING CONDITIONS:

ENVIRONMENT:

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