

## **JOB DESCRIPTION**

### **PURCHASING ASSISTANT (PA)**

**DEPARTMENT:** Purchasing  
**JOB TITLE:** Purchasing Assistant (PA)  
**JOB NUMBER:** 2002  
**REPORTS TO:** Purchasing Manager (PM)

**JOB PURPOSE:** The position of Purchasing Assistant is responsible for assisting the Purchasing Manager and Company President in the timely execution of the following, but not limited to; purchase orders, price changes, RGAs, spreadsheet development, inventory planning. Candidate will be expected to perform all purchasing duties in the absence of the Purchasing Manager and/or Company President.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Create purchase orders, from Suggested Orders, and email to vendors.
- Review order confirmations or invoices and communicate to PM and/or Company President.
- Load new product codes (SKU's).
- Print new price labels (bin tags) when required.
- Execute vendor credit PO's (RGA's)
- Follow up on vendor ship dates/late shipments.
- Set stock flags in Products screen.
- Develop spreadsheets for inventory tracking.
- Accomplishes all tasks as appropriately assigned or requested by Purchasing Manager and/or Company President.

#### **QUALIFICATIONS**

- **Experience, Competencies, and Education**

High School Diploma or G.E.D. equivalent. Experience in purchasing or inventory management.

Experience and proficiency in computer use for sales, purchasing, and Microsoft software programs including Word, Excel, Access, and Power Point.

- **Language skills**

Ability to read, analyze and interpret documents relating to purchasing, GMROI, and inventory turns.

Ability to make good decisions and respond effectively while problem solving issues and complaints.

Ability to effectively communicate, either written or orally, to employees, vendors, and/or customers.

- **Mathematical skills**

Ability to apply mathematical skills and use technology to identify, measure and analyze inventory data.

- **Reasoning ability**

Ability to deal with non-verbal symbolism (Formulas, graphs, etc.)

## **ACCOUNTABILITIES & MEASUREMENTS**

- Create Purchase Orders
- Accurate & Current SKU information in Products tab.
- Accurate & timely price changes
- Accurate & timely purchase ordering
- Vendor RGA & credits
- Record Keeping Organization

## **AMERICANS WITH DISABILITIES SPECIFICATIONS**

### **Physical demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not normally exposed to weather conditions.

The noise level in the work environment is usually low to moderate.

**SIGNATURES**

I have read and understand this explanation and job description. I am expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

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Employee Signature

Date

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Supervisor Signature

Date