

POSITION DESCRIPTION

POSITION TITLE: Purchasing Assistant

DATE: February 14, 2005

SUPERVISOR: Purchasing Agent, Controller

POSITION OBJECTIVE: Gather, organize, record, and report information pertaining to purchasing activities. Procure items as directed by Purchasing Agent through proper purchasing procedures.

Responsibilities:

Tasks and Duties:

A. INVENTORY

Code all material tickets (issues and returns) with proper inventory item code.

Enter all inventory shipment transactions into computerized inventory system daily.

Prepare inventory reports as needed.

Reconcile inventory contra account on a weekly basis.

Perform "move to history" function in computerized inventory system monthly.

B. PURCHASING

Enter all material receipts into computerized inventory system daily.

Enter all purchase orders as directed by Purchasing Agent into computerized accounting system daily.

Properly file entered purchase orders and distribute copies as necessary. File original (with attachments as necessary) purchase orders into job folders.

Match incoming packing slips/receiving paperwork with purchase orders, verifying product, quantity, and price.

Match vendor invoices with receiving paperwork and purchase orders daily.

Clean up purchase order computer file on a monthly basis.

Assist in reconciling discrepancies between packing slips, purchase orders, and/or vendor invoices.

Assist Purchasing Agent in ensuring that material orders will be in receipt at proper time.

Assist others in obtaining material cost and specifications.

C. OTHER

Provide backup for Receptionist/Sales & Marketing Administrative Assistant during absences and high volume periods.

Maintain office supply inventory.

Other duties as assigned by supervisor.

Always providing proper and advance notice of absence.

This position description has been reviewed and approved by the following:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

General Manager: _____ Date: _____