



Date Posted: 03/01/2021

Department: **PURCHASING**

Open Position (Title): **PURCHASING ASSISTANT**

Reports to: **DIRECTOR-LOGISTICS & FACILITIES MANAGEMENT**

Reporting Location: **CHESTER, SC**

SUMMARY:

Assists Purchasing Manager in duties related to inventory control.

Performs the following duties and other duties assigned by the Manager or a delegate:

Essential Duties:

- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
- Respond to customer and supplier inquiries about order status, changes, or cancellations.
- Perform buying duties when necessary.
- Contact suppliers to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- Review requisition orders to verify accuracy, terminology, and specifications.
- Prepare, maintain, and review purchasing files, reports and price lists.
- Compare prices, specifications, and delivery dates to determine the best bid among potential suppliers.
- Track the status of requisitions, contracts, and orders.
- Calculate costs of orders, and charge or forward invoices to appropriate accounts.
- Locate suppliers, using sources such as catalogs and the internet, and interview them to gather information about products to be ordered.

Knowledge:

Must possess and exhibit proficient working knowledge of the following:

- Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Knowledge of Accounting principles as related to Inventory Control and Purchasing.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Internal and External customers.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Arithmetic and applications.
- Microsoft Office suite of software. Will be required to become proficient in the Inventory Control software used by the company. Must have the ability to learn and retain new information.

Skills:



The following skills are required:

- Maintaining accuracy while performing multiple tasks.
- Paying close attention to detail.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Using mathematics to solve problems.
- Understanding written sentences and paragraphs in work related documents.
- Talking to others to convey information effectively.
- Communicating effectively in writing as appropriate for the needs of the audience.
- Adjusting actions in relation to others' actions.
- Actively looking for ways to help people.
- Being aware of others' reactions and understanding why they react as they do.

Education and Experience:

- High School Diploma (or GED or High School Equivalence Certificate)
- Associate's Degree (or other 2-year degree) with courses in Purchasing/Inventory Control
- 2 – 5 years work experience in Purchasing

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Good working conditions with the absence of disagreeable conditions.

****Employment is contingent upon successfully completing pre-employment testing, a drug screen, and background investigation – to include driver history.**