



JOB DESCRIPTION

INVENTORY /PURCHASING CLERK

SUPERVISION RECEIVED:

The Inventory/Purchasing Clerk shall work under the direct supervision of the Purchasing Officer.

SUPERVISION EXERCISED:

N/A

POSITION CLASSIFICATION:

Non-Exempt

POSITION SUMMARY:

Maintains records of current parts in inventory and on order. Monitors reorder points and initiates action to replenish stock. Reconciles discrepancies in inventory balances and notifies the Purchasing Officer. Picks parts for work orders and prepares for maintenance staff and relieves perpetual inventory records. Receives parts shipments and enters into perpetual inventory system. Responsible for safeguarding inventory in a secure area in the warehouse.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but this should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

POSITION RESPONSIBILITIES:

1. Reviews all purchase requisitions for completeness and proper authorization.
2. Monitors and maintains current inventory levels.
3. Places inventory orders for routine purchases.
4. Records purchases, maintains perpetual inventory records, performs physical counts of inventory, and reconciles actual stock count to perpetual inventory records.
5. Receives, unpacks, and places in the appropriate area of the warehouse. Completes receiving report and gives to the Purchasing Officer.
6. Enters materials received and pricing into the materials inventory system. Reviews current pricing versus pricing that is maintained in the inventory system.
7. Processes and documents returns as required following established procedures.
8. Performs routine clerical duties, including data entry, answering phones, and assisting maintenance staff.
9. Performs miscellaneous job duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Strong organizational skills.
2. Knowledge of supplies, parts, equipment and/or service ordering and inventory control.
3. Ability to reconcile stock counts to report data.
4. Database management skills.
5. Ability to analyze and solve problems.
6. Ability to prepare routine administrative paperwork.
7. Ability to receive, stock, and/or deliver parts.
8. Clerical, word processing and computer skills.

REQUIRED EDUCATION AND EXPERIENCE:

1. High school diploma or GED; at least one year experience directly related to the duties and responsibilities specified.
2. Completed degree from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- **ETHICS** – Treats people with respect; keeps commitments; inspires the trust of others, works with integrity and ethically; upholds organizational values.
- **PROBLEM SOLVING** – Works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **CUSTOMER SERVICE** – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to request for service and assistance; meets commitments.
- **INTERPERSONAL SKILLS** – Focuses on solving conflict, not blame; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remain open to others' ideas and tries new things.
- **ORAL COMMUNICATION** – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions, demonstrates group presentation skills; participates in meetings.
- **WRITTEN COMMUNICATION** – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- **TEAM WORK** – Gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interest; supports everyone's efforts to succeed.
- **ORGANIZATIONAL SUPPORT** – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- **JUDGEMENT** – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

- **PROFESSIONALISM** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **ADAPTABILITY** – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **ATTENDANCE/PUNCTUALITY** – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **DEPENDABILITY** – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- **INITIATIVE** – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

This position in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

Employee's Signature

Date

Supervisor's Signature

Date



Salary Range:

Minimum: \$

Maximum: \$