

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: PURCHASING ASSISTANT

BASIC FUNCTION:

Under the direction of the Director of Purchasing and Warehouse, process and expedite purchase orders and warehouse orders; perform other clerical duties in support of the purchasing function.

REPRESENTATIVE DUTIES:

Process and expedite purchase orders and warehouse orders; obtain necessary authorizations and process according to established District policies and procedures. *E*

File and distribute paperwork including requisitions and purchase orders. *E*

Communicate with vendors regarding prices, quotations and specifications. *E*

Provide clerical support and assistance to purchasing staff as needed; obtain quotations and follow-up information; process incoming and outgoing mail for the department. *E*

Record receipt of requisitions; inspect for accuracy and completeness. *E*

Answer telephones and assist others regarding status of orders; forward and route calls to appropriate personnel as needed. *E*

Operate a variety of standard office equipment including typewriter, calculator, computer terminal, and other office equipment as assigned. *E*

Communicate with various District personnel to exchange information, resolve discrepancies and correct errors. *E*

Maintain a variety of records, files and logs related to the District purchasing function. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic purchasing policies, practices and terminology.

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer terminal and calculator.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Process and expedite purchase orders and warehouse orders.

Learn and apply policies, practices and terminology used in purchasing supplies and materials for the District.

Operate a variety of office equipment including a computer terminal and other office equipment.

Perform a variety of clerical support duties such as statistical typing, duplications, filing and record-keeping.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Maintain records, files and reports.

Communicate effectively both orally and in writing.

Type at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Education: **High School graduate or the equivalent.** Proof required.

Experience: Two years of responsible clerical and record-keeping experience including one year in a purchasing or accounting office. ***Computer literacy required. Must be proficient with Microsoft software, including but not limited to, Word, Excel, and other applications.***

Testing: **Passing score on District Purchasing Assistant test and a typing/keyboarding speed of 45 WPM.**

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Bending at the waist to file materials.