

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: PURCHASING ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical duties in support of an assigned department, process and expedite purchase orders and warehouse orders; perform other clerical duties in support of the purchasing function.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

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

Provide support to District staff regarding the purchasing processes and the use of the online purchasing program; assist with creating training materials; assist with purchasing training sessions.

File and distribute paperwork including requisitions and purchase orders.

Communicate with vendors regarding prices, quotations and specifications and to resolve in store discrepancies at time of purchase.

Record receipt of requisitions; inspect for accuracy and completeness.

Review District store credit card purchases to ensure District policies and procedures are followed.

Review conference request paperwork for completeness and adherence to District policies; assist with the input of requisitions on behalf of the school site/department and coordinate travel arrangements as needed.

Input a variety of data into a computer system; research and compile information and prepare and maintain a variety of records, logs and reports related to purchasing functions.

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

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

Operate a variety of office equipment including a calculator, copier, fax machine, scanner, projector, computer and assigned software.

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

Assist with identifying fixed assets.

OTHER DUTIES:

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.

Learn Standard Account Code Structure (SACS)

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: Graduation from high school or the equivalent.

Experience: Two years of responsible clerical experience. Experience with purchasing related duties is desired.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

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.