

PURCHASING ASSISTANT

DEFINITION

The Purchasing Assistant is responsible for the procurement of goods and services for the organization. This position involves the preparation and processing of purchase orders, the receipt and inspection of goods, and the maintenance of inventory records. The Purchasing Assistant also provides administrative support to the Purchasing Manager and is responsible for the maintenance of the purchasing system.

ESSENTIAL DUTIES

- Prepare and process purchase orders, including the selection of vendors, the preparation of purchase orders, and the routing of purchase orders to the appropriate departments.
- Receive and inspect goods, including the verification of quantities, the inspection of quality, and the recording of receipts.
- Maintain inventory records, including the recording of inventory levels, the identification of inventory shortages, and the preparation of inventory reports.
- Provide administrative support to the Purchasing Manager, including the preparation of reports, the maintenance of files, and the coordination of meetings.
- Maintain the purchasing system, including the updating of vendor information, the processing of purchase orders, and the maintenance of inventory records.
- Assist in the development and implementation of purchasing policies and procedures.
- Assist in the negotiation of contracts with vendors.
- Assist in the evaluation of vendor performance.
- Assist in the identification of cost-saving opportunities.
- Assist in the maintenance of the purchasing system.

QUALIFICATIONS

Knowledge of:

• Purchasing procedures and practices
• Inventory control systems
• Vendor selection and evaluation
• Contract negotiation and administration
• Cost accounting and analysis
• Procurement systems and software
• Business law and regulations
• Negotiation techniques
• Customer service and communication
• Office procedures and practices

Ability to:

• Prepare and process purchase orders
• Receive and inspect goods
• Maintain inventory records
• Provide administrative support
• Maintain the purchasing system
• Assist in the development and implementation of purchasing policies and procedures
• Assist in the negotiation of contracts
• Assist in the evaluation of vendor performance
• Assist in the identification of cost-saving opportunities
• Assist in the maintenance of the purchasing system

PURCHASING ASSISTANT

PHYSICAL DEMANDS

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