



JOB DESCRIPTION

Purchasing Clerk

Company: Paramount Citrus 1901 S. Lexington Delano, CA 93215
Location: Delano
Department: Purchasing
Reports To: Purchasing Supervisor
Status: Non-Exempt

SUMMARY:

Coordinates activities involved with procuring goods and services such as raw material, equipment, tools, parts, supplies, and advertising, for organization by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Creates purchase orders from requisitions.
2. Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.
3. Data entry and filing paperwork.
4. Obtains price quotes from multiple suppliers.
5. Runs reports to help determine needs.
6. Prepares purchase orders or bid requests.
7. Issues purchase orders to suppliers and confirm delivery date, quantity ordered and price are correct.
8. Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories.
9. Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action.
10. Processes receipts and invoices for payment.
11. Expedites delivery of goods to users.

QUALIFICATIONS:

EDUCATION and/or EXPERIENCE:

High school diploma and two years inventory or accounts payable experience.

1. Computer skills
2. Be able to work well with others
3. Have good math skills
4. Be able to handle multi-tasks
5. Be detail oriented
6. Good communication skills

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.