

AKRON METROPOLITAN HOUSING AUTHORITY

Job Title: Purchasing Clerk
Reports to: Purchasing Manager
Department: Purchasing
Date: April, 2002
FLSA Status: Non-exempt

General Purpose:

Create, process and reconcile purchase orders. Enter purchase orders and bid specifications data into computer. Perform various clerical duties for the Purchasing Department (e.g., answering phones, filing, copying, typing and distribution mail).

Essential Duties and Responsibilities:

70% Enter purchase orders into MLS system for source documents. Check calculation of invoices and match invoices to purchase orders. Examine receiving and inspection reports for accuracy. Copy invoices and other documents as required. Contact vendors regarding price discrepancies, credits and invoices. Request necessary paperwork for purchases from departments.

10% Enter bid specification data into computer to produce quotes. Copy and mail bid specifications as required.

10% Maintain files of open purchase orders and furnish PO numbers. Log, mail and file purchase orders.

10% Miscellaneous

- Answer phone calls and provide routine information.
- Prepare various reports.
- Provide clerical support for others in department.
- Distribute mail.
- Switchboard relief.
- Order office supplies, forms and copy paper for Finance department.
- Perform routine office tasks.
- Other duties as assigned.

Minimum Qualifications, Education and Certifications:

High school diploma or equivalent and one to two years prior experience in bookkeeping, purchasing or accounting. Demonstrated proficiency with personal computers and computer software. Must have valid Ohio driver's license and be insurable under AMHA.

Physical Requirements. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

Physical demands may include kneeling, reaching, pushing, fingering, manipulating, talking, hearing, sitting for extended periods, crouching, standing for extended periods, stooping, walking, lifting up to 10 lbs. and repetitive motion using a keyboard, telephone and calculator. The visual acuity requirements include viewing a computer monitor and extensive reading.

Working Conditions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

Office environment.

Employee Understanding:

The above job description was received, read and understood by me.

Employee's signature

Date

Supervisor's signature

Date

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.