

FUNCTIONAL JOB DESCRIPTION

**Job Title:** Administrative Assistant

**Department:** Purchasing

**Reports To:** Purchasing Manager

**FLSA Status:** Nonexempt

**Prepared By:** Human Resources

**Prepared Date:** March 2016

**JOB OBJECTIVE:** Administrative position handling most purchasing office duties, basic procurement tasks, inventory data integrity and basic monthly reporting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

• Assist in placing purchase orders for non-inventory requirements with appropriate vendors via email, phone or fax.

• Confirm receipts of purchase orders by vendor.

• Review packing slips and document receipt on purchase orders.

• Verify pricing of product and contact vendor with any pricing discrepancies (3 way matching).

• File completed purchase orders.

• Expedite overdue purchase orders.

• Cycle counting inventory products in a shop environment.

• Assist purchasing with physical inventory counts at year end.

• Report out on supplier performance metrics.

•Assist in vendor managed inventory implementation and tracking.

•Work on data integrity for purchased parts in advance of MRP implementation.

•Quoting of material required for production, maintenance, and development.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of vendors, customers or employees at all levels of the organization.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Inventory software; Manufacturing software; Order processing systems; Project Management software; Spreadsheet software and Word Processing software.

**Physical Demands** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

\*Each employee should be aware that changes in this job description could occur at any time. Also this job description is not to be considered or construed to be a contract of employment.

**APPROVAL DATE**

Employee Signature Date

Purchasing Manager Date **,**