Purchasing Assistant

Definition
Under close supervision, receives and inputs purchase orders, contracts and vendor lists for the buying of materials, supplies, equipment and services of the City.

Essential Functions
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Tasks
- Receives and inputs purchase orders, contracts and vendor lists for the buying of materials, supplies equipment and services;
- Prepares and types bids and quotes to include receiving, reviewing and inputting staff purchasing reports; proofreads and submits staff reports to appropriate management;
- Maintains, updates, files and retrieves contracts, purchase orders and procurement records.
- Answers and routes incoming calls and delivers messages to city staff;
- Responds to routine inquiries from staff and vendors on the procurement and purchasing process;
- Follows established purchasing and procurement division policies and procedures in the completion of assignments.

Knowledge, Skills and Other Characteristics
- Knowledgeable of municipal purchasing and document preparation procedures, quality customer service techniques and concepts,
- Skilled in reviewing and proofreading documents and reports, following oral and written instructions and in establishing and maintaining effective working relationships
- Ability to perform essential duties exercising good judgment with minimum supervision, and to effectively communicate verbally and in writing in English

Work Environment and Physical Requirements
Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents in this class may be exposed to repetitive motion and vision to monitor.

Qualifications
High School diploma combined with some college level coursework in accounting AND three (3) years experience in accounting, procurement or book-keeping.