



## Purchasing Assistant Purchasing

PUR/2

### **JOB SUMMARY**

This position is responsible for assisting with the purchasing functions of Dartton State College.

### **MAJOR DUTIES**

- Receives and processes purchase requisitions.
- Researches and locates sources of supplies.
- Places orders with appropriate bidders.
- Confers with departments to obtain information required to complete purchases.
- Interviews and corresponds with vendors regarding product information, incorrect or damaged shipments, and the status of open purchase orders.
- Maintains purchase order files.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of computers and job-related software programs.
- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of the Georgia Procurement Manual.
- Knowledge of college policies and procedures.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

### **SUPERVISORY CONTROLS**

The Purchasing Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### **GUIDELINES**

Guidelines include the Georgia Procurement Manual, the Board of Regents Policy Manual, the college Internal Controls Manual, and college policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of related purchasing functions. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to assist in the college's purchasing functions. Success in this position contributes to the efficiency and effectiveness of those functions and ensures compliance with all relevant regulations.

## **CONTACTS**

- Contacts are typically with co-workers, other college employees, vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to justify, defend or negotiate matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light and heavy objects and distinguishes between shades of color.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.