



PROCUREMENT ASSISTANT I

GENERAL RESPONSIBILITIES

The position is responsible for the entry and processing of incoming purchase requisitions from schools/departments and processing into purchase orders using the specialized purchasing software program BUYSPEED.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Enter and process change orders in both purchasing software programs.
- Perform arithmetical calculations involving a wide range of fiscal documents.
- Compile information and prepare/interpret statistical data to generate weekly reports.
- Interact on a daily basis with school division personnel and vendors in providing information pertaining to requisitions and purchase orders.
- Put together bid document packets, typing and faxing information to vendors/schools, etc.
- Process Purchase Orders from requisitions in BUYSPEED, which includes entering: item descriptions, assigning a vendor, recalculating figures with an account code, assigning a PO number, put in ready to send status.
- Separate and mail Purchase Orders to vendors and send the appropriate copy of the PO to accounting, school/department, and supply.
- Enter accounting information for all Purchase Orders that type and distribute tax-exempt forms for school system.
- Call vendors for schools if mistakes are made or orders have not been filled in a timely manner.
- Obtain number of purchase orders and requisitions typed for entire office and type a report in a memo format.
- Send W9 forms to vendors and key information obtained on W9 form in BUYSPEED and ORACLE FMS vendor databases.
- Manage and maintain vendor database for BUYSPEED and ORACLE FMS for our office. Enter new vendors into the systems for the office, change names or addresses, obtain Federal ID numbers and Tax ID numbers, comparing ORACLE FMS vendor database printout and BUYSPEED vendor database printout and keying current information (name change, federal or tax ID number) into BUYSPEED.
- Process change orders on existing purchase orders at the request of Buyers/Procurement Specialists.
- Assist in answering phones for office.
- Help other Procurement Assistants in the office with putting together bids etc.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Skill in the use of a personal computer and word processing software, including rapid data entry keyboarding functions, databases, spreadsheets, and specialized purchasing software (BUYSPEED and ORACLE FMS); ability to keep on task and produce good quality work, with a minimum of errors, under pressure and under deadlines; good communications and phone skills; ability to interact with the public and internal customers.

EDUCATION AND EXPERIENCE

High School Diploma. Requires a high degree of computer literacy and the ability to do fast-paced data entry. At least 2 years of experience in an office environment is preferred. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

None.

FLSA status: Non-exempt	Description: Rev. 6/00
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