



**Job Title:** Purchasing Clerk Maintenance **Exemption Status/Test:** Non-Exempt  
**Reports to:** Coordinator, Maintenance Business Operations **Date Revised:** April 13, 2016  
**Dept. /School:** Maintenance

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**Primary Purpose:**

Handles administrative tasks in the maintenance office including but not limited to entering requisitions, warehouse orders, reconciling P-Cards, filing and maintaining vendor files.

**Qualifications:**

**Education/Certification:**

High School Diploma or GED

**Experience:**

Minimum three (3) years' experience preferred

**Special Knowledge/Skills:**

Strong computer skills required  
Proficient in MS Office software preferred  
Oracle software application knowledge preferred  
Must possess strong organizational skills  
Accounting knowledge preferred  
Must possess good written and verbal communication skills  
Willingness to perform other duties as assigned

**Major Responsibilities and Duties:**

1. Enter requisitions for material needs.
2. Process invoices, check requests.
3. Complete warehouse orders for items stocked at GISD.
4. Maintain accurate vendor files and bid records.
5. Reconcile P-Cards for each of the maintenance employees.
6. Order and maintain general office supplies and maintain copiers.
7. Filing as needed.
8. Should be able to work with and learn from others.
9. Willingness to perform other duties as assigned.

**Supervisory Responsibilities:**

None.

### **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting and reaching

**Motion:** Frequent walking, repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching.

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Exposure to normal indoor air quality issues; exposure to typical office noise

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.