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

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.
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

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.