CLASS TITLE: PURCHASING/RECEIVING COORDINATOR

BASIC FUNCTION:

Under the direction of the Vice President for Business Services, coordinate the procurement, receiving and inventory of a wide variety of materials, supplies and equipment in support of District operations; provide technical assistance to departments regarding purchasing policies, procedures and requirements; receive and deliver orders to persons and/or departments and maintain the warehouse functions.

REPRESENTATIVE DUTIES:

Receive, review and record packing slips; clarify and verify information; generate delivery slips and obtain signatures upon delivery to persons and/or departments; enter, update and revise data in computer systems to reflect cancellations, change notices and related actions.

Coordinate with vendors and delivery services to ensure that all deliveries are received and placed in a safe and secure location until deliveries can be verified and delivered to ordering departments.

Check weekly reports to schedule equipment and deliveries for orders being received throughout the week; verify orders before delivery if assembly and/or installations are needed and scheduled; work with vendors on deliveries not received when the scheduled delivery date has passed.

Train and provide work direction and guidance to student personnel; verify the accuracy and timeliness of work performed by assigned personnel.

Prepare and maintain comprehensive records related to warehouse supplies inventory and warehouse supplies orders; retrieve and edit data and generate reports as required.

Purchase standard goods and services as directed by the Vice President for Business Services; research potential vendors and suppliers, obtain and review catalogs, and maintain information concerning price and availability of products.

Assist in the bidding process; mail documents to prospective bidders; type and assemble bids and quotations; communicate with vendors to obtain current prices, shipping and availability information as requested; place orders with vendors upon approval.

Receive and process rush orders on request; transmit orders via facsimile, negotiate prices with vendors, and work closely with accounts payable personnel to facilitate purchases. Resolve discrepancies, and correct errors to assure timely payments.
Locate, identify and control District equipment and property inventories and track movement from one location to another; document sales transactions and dispositions of equipment.

Place property tags on incoming equipment and record serial numbers and other identifying data; enter appropriate information into inventory database so that asset numbers are assigned to equipment.

Update the inventory database to maintain current and accurate records of District assets; record transfers of equipment from one department or location to another; record the sale, theft, damage, donation or disposal of property.

Prepare periodic and annual inventory reports; prepare surplus property lists and reports.

Operate a variety of office machines including microcomputer, printer, calculator, facsimile machine and copier.

Operate a forklift and District vehicles.

Review receiving and warehouse systems and provide information to the requesting department regarding receiving and warehouse functions.

Maintain the warehouse in an organized, clean and safe environment.

Conduct regular inventory of warehouse supplies and participate in surplus property sales; assist in the physical set-up for sale and type invoices for sales.

Receive, record, distribute and store materials, equipment and supplies delivered on purchase orders; inspect incoming stock for conformity to purchase orders and report shortages, damages and other discrepancies; assure perishable material is delivered immediately for refrigeration storage.

Receive and review warehouse supply requisitions for correct pricing and availability of budgeted funds; fill orders; stock shelves and maintain files; prepare District requisitions to maintain appropriate stock levels in warehouse supply system; invoice warehouse charges as needed.

Deliver materials and supplies to various District locations using a District vehicle.

Assist department manager and co-workers to accomplish department goals.

Perform related duties as assigned.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Receiving, delivery and warehouse policies, practices and terminology.
Applicable laws and regulations related to the District’s purchasing, receiving, delivery and warehouse functions.
Oral and written communication skills.
Operation of automated receiving, inventory and warehouse programs as well as word processing and data base management software.
Safe operation of a forklift.
Shipping and receiving procedures.
Proper lifting techniques.
Modern office practices, procedures and equipment including filing systems.
Telephone techniques and etiquette.
Record-keeping techniques.
Basic math.

ABILITIES TO:
Receive and store materials, supplies and equipment for the District.
Operate computer equipment and software with speed and accuracy.
Apply and explain established rules, regulations, policies and procedures related to the purchasing function.
Prepare, review, verify and process receiving and inventory forms and documents.
Communicate with vendors and District personnel exchange information, resolve discrepancies, and correct errors to expedite deliveries.
Prepare and deliver purchased orders and warehouse supply orders.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Compose business correspondence using correct spelling, grammar and punctuation.
Communicate effectively both orally and in writing.
Train and provide work direction to others.
Lift objects weighing up to 50 pounds unassisted.
Safely operate a forklift and other District vehicles.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by business course work and three years of increasingly responsible clerical experience including two years of receiving and warehouse experience, public contact and operation of automated systems.

LICENSES AND OTHER REQUIREMENTS: Valid California driver’s license.
WORKING CONDITIONS: Duties are primarily performed in an indoor office environment or in a receiving area while lifting and carrying packages from the delivery trucks. Duties are also performed in an outdoor environment while maintaining the warehouse and delivering packages to other departments from the receiving area. Incumbents are also subject to exposure to varying weather conditions while performing work.

PHYSICAL DEMANDS: Must sit for long periods of time, use hands and fingers to operate an electronic keyboard, calculator or other office machines, speak clearly and distinctly to answer telephones and to provide information; see to read normal print; hear and understand voices over telephone and in person; lift, carry and move objects weighing up to 50 pounds; bend at the waist; reach overhead, above the shoulders and horizontally.