



Job Description- Purchasing Clerk

Job Summary:

Responsible for meeting customer needs by:

- Entering paper receiving's into Syteline
- Contact vendors if incoming freight does not come in according to the paperwork
- Contact vendors to get status reports on late product
- Run daily reports and send them out via email to select groups
- Process outgoing loads, LTL, and other outgoing freight
- Assist in securing loads that do not have carriers assigned to them yet
- Send out delivery addresses to carriers when necessary
- Deliver paperwork to appropriate departments
- Build kits, load kits into bodies, prepare LTL and UPS shipments
- Help physically receive when necessary
- Unload LTL or load LTL when necessary with forklift
- Base schedule of the job is 7AM- 3:30PM each day. Hours may vary depending on the needs
- Involved and participate in Continuous Improvement and Lean Activities
- Assist the Shipping Supervisor as needed

Tools Used: Computer, software, telephone, fax machines, calculator, printers, MS Office, forklift

Environment: Office environment; occasional production floor and yard

Job Requirements:

1. Two years computer and office experience or education in a related field
2. Clear and precise oral and written communication skills are required
3. Ability to embrace continuous improvement to question and evaluate systems/procedures for the most efficient uses, better communications, and process improvement on an ongoing basis
4. Ability to deal effectively with carriers and vendors promoting positive company image while ensuring the most advantageous relationships with them is maintained
5. Strong reasoning and independent decision making skills required
6. Ability to articulate resources required for more difficult decisions
7. Ability to work with the business operating system and PC's (MS Office) required
8. Ability to attend and participate in required company meetings
9. Must be a team player that works with others in a the company to meet company goals
10. Ability to lift packages and lift with assistance when necessary
11. Ability to move about and stand on the production floor for extended periods of time
12. Ability to work behind a desk or at a computer for extended periods of time

Employee Print

Signature

Date