

# Job Description

**Position Title:** Purchasing Assistant  
**Reports to:** Purchasing Coordinator  
**Department:** Accounting  
**Date Revised:** February 2010  
**FLSA Status:** Hourly

**Summary:**

This individual is primarily responsible assisting with all aspects of purchasing raw materials, lab supplies, and non-inventory materials. Works with other departments to determine re-order points and issuing of materials as needed. Data entry assistance for accounts payable.

**Essential Duties and Responsibilities:**

1. Coordinates requisition forms and purchase orders with in the Macola system.
2. Participates in determining re-order points for various materials inventory and non inventory items.
3. Reviews material used and issues out to departments weekly/monthly.
4. Participates in year-end physical inventory and audit work as it relates to purchasing and accounts payable.
5. Coordinates returns of merchandise to vendors if necessary.
6. Data entry for accounts payable vouchers on a daily basis.
7. Back up for other department duties as assigned.
8. Other duties as assigned.

**Qualifications:**

Two to three years of purchasing experience preferred. Must possess excellent oral and written communication skills, strong record keeping skills, be organized, and detail oriented. Must be able to function well in a team atmosphere. Must be proficient in use of PC with a strong focus on Excel.

**Notes:**

*Job descriptions are guidelines to assist employees in awareness of qualifications and performance expectations for their respective positions. It is not possible or desirable to commit every detailed aspect of each job to a written description. Each employee is expected to continually improve their knowledge and understanding of their job requirements and to use this information to increase insight as to the scope of their responsibilities. Job descriptions cannot be used as an argument to refuse work assignments.*

---

Incumbent Signature

---

Date