

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Purchasing/Warehouse Clerk	
<i>Supervisor:</i> Buyer	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months	<i>Grade:</i> 5

**Job Summary**

Assists the buyer in the performance of his/her duties. Performs routine office functions such as maintaining bidders' mailing lists; data entry of quotes/bids, purchase orders/ requisitions, receipts; preparation of reports; order follow up; and preparation of correspondence.

**Essential Job Functions**

Prepares/processes procurement transactions to include purchase requisitions, sales orders, purchase orders, receipts, returns, freight bills/manifests, invitation for bids, and requests for quotations.

Preparation and processing includes accuracy edit, computer data entry, review of supporting documentation, printing, distribution, and filing.

Maintains vendor, bid vendor and item master files.

Expedites/follows-up purchase orders.

Under the direction and supervision of a buyer, researches item specifications, assembles, distributes, and files bid documents.

Answers phone, refers caller to appropriate person or department.

Responds to requests for information from schools/departments relating to purchase orders, receiving, or Central Stores; performs required research, and provides authorized information.

Prepares general correspondence including memoranda and business letters; prepares minutes of pre-bid conferences.

General office filing.

**Non-Essential Job Functions**

Performs other job-related duties as assigned.

**Equipment Used**

Standard office equipment including personal computer, copy and FAX machines, calculator, typewriter, and telephone.

**Independent Decisions**

Routine assignments performed without explicit instructions from supervisor. Unusual assignments will be preceded by supervisor instructions.

**Primary Working Contacts**

Daily contact with school, department staff, academic staff throughout the district, and vendor representatives.

**Responsibility for Cash, Equipment, Safety**

Occasional handling of petty cash.

**Supervision Received and Exercised**

None given; works under the supervision of a buyer.

**Unusual Working Conditions**

None.

**Evaluation**

Annual written evaluation.

**Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

**Job Qualifications**

The following are required:

1. High school diploma or GED equivalent.
2. One (1) year clerical experience to include computer data entry, filing, written correspondence, and customer services duties or comparable training/education.
3. Must be competent with MS Windows software including spreadsheet, database management, and word processing; customer service; and keyboarding skills.
4. Must be able to calculate mathematical formulas such as inventory value, reorder point and reorder quantity; draft business correspondence; prepare purchase descriptions and simple bid solicitations; prioritize multiple tasks; manage time; communicate effectively with customers, vendors and coworkers; and learn effective use of current distribution software including data entry, inquiry, and report generation.

The following are preferred:

1. Additional coursework in business studies and/or accounting.
2. Experience in government procurement.
3. Knowledge of basic office procedures required; knowledge of public sector procurement principles, procedures, and inventory control.

**Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**