# JOB DESCRIPTION

# Purchasing Clerk

Company: Paramount Citrus 1901 S. Lexington Delano, CA 93215

Location: Delano Department Purchasino

Reports To: Purchasing Supervisor

Status: Non-Exempt

#### SUMMARY:

Coordinates activities involved with procuring goods and services such as raw material, equipment, tools, parts, supplies, and advertising, for organization by performing the following duties.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsibilities include but are not limited to:

- Creates purchase orders from requisitions.
- Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.
- Data entry and filing paperwork.
- 4. Obtains price quotes from multiple suppliers.
- Runs reports to help determine needs.
- Prepares purchase orders or bid requests.
- Issues purchase orders to suppliers and confirm delivery date, quantity ordered and price are correct.
- Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories.
- Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action.

# **Sample Exam For Purchasing Clerk**

Marcel A. Müller

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