

JOB DESCRIPTION

Purchasing Clerk

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

1. Creates purchase orders from requisitions.
2. Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.
3. Data entry and filing paperwork.
4. Obtains price quotes from multiple suppliers.
5. Runs reports to help determine needs.
6. Prepares purchase orders or bid requests.
7. Issues purchase orders to suppliers and confirm delivery date, quantity ordered and price are correct.
8. Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories.
9. 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

N Colangelo



Sample Exam For Purchasing Clerk:

Southwestern Purchasing Agent ,1921 Purchasing Agent ,1929 **The Science of Purchasing** Helen Hysell,1922 *Purchasing Agent* ,1932 **Report of the Commissioners of the District of Columbia** District of Columbia. Board of Commissioners,Washington (D.C.). Board of Commissioners,1914 Report of the health officer of the District of Columbia. 1914 ,1914 *A Report and Review of Civil Service Operation in the City of Oakland, California, from Organization of the Civil Service Board on September 5, 1911, to June 30, 1915* Oakland (Calif.). Civil Service Board,1915

Wiley CIA Exam Review, Conducting the Internal Audit Engagement S. Rao Vallabhaneni,2005-09-08 The Wiley CIA Exam Review is the best source to help readers prepare for the Certified Internal Auditor CIA exam covering the Sarbanes Oxley Act and more Wiley CIA Exam Review Volume 2 Conducting the Internal Audit Engagement covers conducting engagements carrying out specific engagements monitoring engagement outcomes understanding fraud knowledge elements using engagement tools and more Every volume in the Wiley CIA Exam Review series offers a successful learning system of visual aids and memorization techniques Each volume is a comprehensive single source preparation tool that features theories and concepts indicators that help candidates allot study time full coverage of the IIA s Attribute and Performance Standards and in depth of theory and practice **Statistical Inference** , **Pharmacy Technician Certification Review and Practice**

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Measurement, Management, and Appraisal Sourcebook Craig E. Schneier, Douglas G. Shaw, Richard W. Beatty, Lloyd S. Baird, 1995 This sourcebook provides complete up to date coverage of all aspects of performance management communication coaching measuring rating reviewing and developing It is a collection of articles from today s most authoritative sources which have been pre selected and organized by experts to make it easy for you to get the best information on current trends in the field This is an invaluable resource for those who are designing managing and evaluating performance management systems It links performance management to strategy and discusses it as an organizational culture change mechanism The articles and other resources have been carefully selected to emphasize application which makes this a practical how to sourcebook on all aspects of performance Also included are ready to use fully reproducible handouts questionnaires transparency masters and other materials to use in presentations and training

Report ...[without Accompanying Documents]. District of Columbia. Board of Commissioners, 1914 **Wiley CPA Exam Review 2010, Auditing and Attestation** Patrick R. Delaney, O. Ray Whittington, 2009-12-02 Everything Today s CPA Candidates Need to Pass the CPA Exam Published annually this comprehensive four volume paperback reviews all four parts of the CPA exam Many of the questions are taken directly from previous CPA exams With 3 800 multiple choice questions and more than 90 simulations these study guides provide all the information candidates need to master in order to pass the computerized Uniform CPA Examination Complete sample exam in auditing and attestation The most effective system available to prepare for the CPA exam proven for over thirty years Timely up to the minute coverage for the computerized

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