

# **JOB DESCRIPTION**

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## **Purchasing Clerk**

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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

**Zhe Xu**



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