

# **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

**Christian Drosten**



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**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

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*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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