# 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.

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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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