

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

S Ashworth



Sample Exam For Purchasing Clerk:

Adopting the Tune of Appearance: An Psychological Symphony within **Sample Exam For Purchasing Clerk**

In a world eaten by displays and the ceaseless chatter of instantaneous communication, the melodic splendor and psychological symphony created by the prepared word often fade into the background, eclipsed by the persistent sound and disturbances that permeate our lives. Nevertheless, located within the pages of **Sample Exam For Purchasing Clerk** an enchanting fictional treasure filled with organic thoughts, lies an immersive symphony waiting to be embraced. Crafted by an outstanding composer of language, that fascinating masterpiece conducts readers on a psychological trip, skillfully unraveling the hidden songs and profound influence resonating within each cautiously constructed phrase. Within the depths with this moving analysis, we shall investigate the book is main harmonies, analyze its enthralling publishing design, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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