

JOB DESCRIPTION

Position: Receptionist / Assistant Purchasing Coordinator
Department: Finance
Reports To: Controller
Status: Salaried
Level: Exempt

POSITION SUMMARY:

The Receptionist/Assistant Purchasing Coordinator performs routine administrative work in answering telephones, receiving visitors, providing customer assistance, processing online orders, maintaining supplies, and handling PMIR record-keeping. Other responsibilities include assisting in inventory duties and purchasing responsibilities including vendor term negotiations and coordinating delivery pricing and schedules.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receive the public and answers questions, in person and by telephone; respond to inquiries from employees and visitors and refer, when necessary, to the appropriate person or department
- Greet visitors, ascertain names and organization represented, monitor visitor log
- Maintain supply levels for operations and cafeteria area, order online when necessary
- Assist with negotiation of vendor terms; price and schedule delivery using knowledge of budget and schedule requirements
- Verify receipt of items by comparing items received to items ordered; resolve shipment errors
- Prepare purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval for requisitioning department
- Review, prioritize and redirects mail.
- Assist various departments with assignments, as required.

QUALIFICATIONS & REQUIREMENTS:

- High School diploma or equivalent education required
- 1-3 years' experience purchasing and inventory control in manufacturing industry
- 2+ years' experience as a Receptionist
- Microsoft Office software/computer skills, Great Plains Dynamics experience preferred
- Excellent oral and written communication skills, attention to detail
- Ability to take initiative, set priorities, to learn quickly, and take ownership of assigned projects and initiatives.

Work Schedule

Flexible schedule Monday-Friday

Physical Requirements

Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 30 pounds; constant/sitting for up to 8 hours while using a computer; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

Disclaimer

This job description is not intended to be construed as an exhaustive list of responsibilities, duties, or skills required for the position. This position may be changed or assume additional duties at any time. The employee may be requested to perform different or additional duties as assigned.