

**JOB TITLE: BUYER ASSISTANT**

**JOB DESCRIPTION:**

This employee will perform entry-level purchasing functions and assist other purchasing personnel in the efficient procurement of goods and services.

Duties of this position include but are not limited to:

1. Reviewing requisitions and developing specifications to permit competitive procurement of non-complex items.
2. Interviewing salespersons and vendors.
3. Soliciting written and telephone quotations.
4. Assisting in tabulating bids.
5. Expediting deliveries.
6. Seeking new sources of supply.
7. Preparing confidential information.
8. Verifying budgeted funds for specific products/projects.
9. Assisting the Buyer in maintaining procurement documents in a systematic and auditable fashion.
10. Communicating with school-based and district office personnel to determine needs.
11. Performing other duties as assigned.

**REQUIRED QUALIFICATIONS:**

1. High school diploma or GSA.
2. Good clerical skills.
3. Extensive knowledge of the operations, functions, and scope of authority of departments and offices related to handling and disposing of information and requests for information.
4. Ability to maintain effective working relationships with other employees.
5. Ability to type 45 words per minute.
6. Demonstrated ability to communicate effectively in written and oral forms.
7. One year of clerical experience in a purchasing or business-related environment.

**DESIRED QUALIFICATIONS:**

1. Good word processing skills.
2. Associate's degree in business administration or closely related field.
3. Knowledge of school related products.
4. Two years of purchasing experience.
5. Satisfactory completion of basic, intermediate, and advanced public purchasing courses.