

## Copper Valley Wireless

Position Title: Purchasing Assistant

Department: Facilities/Purchasing

Reports To: Purchasing and Facilities Manager

FLSA Status: Non- Exempt

### **General Summary:**

Assists the Purchasing and Facilities Manager with purchasing, receiving, and inventory management. Responsible for preparing and submitting purchase order requests and the verification, receipt, and distribution of materials and general inventory. Responsible for preparing and tracking the return/repair of equipment and quote requests, while securing cost effective shipping rates.

### **Essential Job Functions:**

- Prepares and submits purchase order requests, verifies receipt of orders, and distributes materials accordingly.
- Processes and tracks return and repair of electronics and other equipment.
- Prepares, distributes and tracks requests for quote from vendors and suppliers.
- Maintains inventory of office supplies for company personnel.
- Tracks orders and communicates information to requesters of material shipment and order delays. Processes inventory transfers between stores.
- Researches and obtains cost effective shipping and freight services.
- Trains employees on purchasing and inventory elements of the CVTC accounting software as needed.
- Assists with sale or disposal of surplus assets including surplus electronic equipment, construction equipment and vehicles.
- Keeps inventory of electronics warehouse and distributes materials as needed.
- Performs all other related duties as assigned by management.\*

\*These tasks do not meet the Americans with Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

**Knowledge, Skills, and Abilities:**

- Knowledge of purchasing principles and practices.
- Knowledge of personal computers and associated peripheral hardware, software and operating systems.
- Knowledge of company policies and procedures.
- Knowledge of company products and services.
- Skill in oral and written communication.
- Skill in operating Microsoft applications including Word, Excel, Outlook, and Explorer.
- Ability to communicate with customers, employees, vendors, and various business contacts in a professional and courteous manner.
- Ability to coordinate and work closely with all company departments.
- Ability to work independently and meet deadlines.
- Ability to pay close attention to detail.
- Ability to obtain and maintain a valid driver’s license.

**Education and Experience:**

High School diploma or equivalent plus two years purchasing experience. Previous experience purchasing equipment, materials and services in support of construction and/or maintenance operations.

**Physical Requirements:**

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports.				X
Hearing: Must be able to hear well enough to communicate with employees and industry contacts.				X
Standing/Walking:	X			
Climbing/Stooping/Kneeling:	X			

Lifting/Pulling/Pushing: Must be able to lift and transport materials weighing up to 50 lbs.	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

**Working Conditions:**

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Good working conditions with the absence of disagreeable conditions.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.