

JOB OPENING

Troup County Government

Position: Purchasing Clerk	Department: Purchasing	Salary: \$15.70/Hr
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Under general supervision and instruction this position is responsible for acquiring materials and documents to fulfill request for purchases and following through from order placement to successful completion of the request. This position is also responsible for processing incoming and outgoing mail through an electronic postage meter.

Qualifications/Knowledge:

- ⇒ High school diploma or GED
- ⇒ Must have 1-2 years experience in a related field
- ⇒ Knowledge of modern office practices and procedures
- ⇒ Knowledge of county and departmental policies and procedures
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Skill in prioritizing and organizing work; skill in maintaining files and records
- ⇒ Skill in the use of such office equipment as a computer, scanner, fax machine and copier
- ⇒ Skill in oral and written communication

Essential Duties and Responsibilities:

- ⇒ Responsible for filling purchase requisitions from individual departments with approved signatures and accurate account numbers
- ⇒ Enters all items into the New World Software System obtaining a Troup County purchase order number
- ⇒ Places orders with qualified vendors for items on the requisition not in the stockroom; contacts vendors either by phone, online or email to place orders daily; reaches out to various vendors requesting quotes on non-capital items ordered when needed
- ⇒ Researches vendors for lower cost saving measures on requested items and notify Department Heads on compatible products at lower cost
- ⇒ Communicates with vendors either over the phone or in person to discuss pricing, products and any needs or questions that may arise
- ⇒ Notifies departments when their budget is insufficient to cover their requisition order; notifies departments when supplies are charged to the wrong account on requisition orders
- ⇒ Evaluates stockroom to ensure efficient levels of general office supplies, cleaning supplies and paper products to complete orders in a timely manner; restocks items as needed and keeps stockroom clean and organized
- ⇒ Receives incoming shipments ensuring accuracy of shipments, noting damage or shortages
- ⇒ Prepares and labels outgoing departmental supplies to ensure accurate delivery on Thursdays
- ⇒ Receives items on Receipt of Good Forms from the New World System on received orders; signs and sends orders to the Purchasing Technician for processing with invoice; makes any changes to purchase orders to match invoices when necessary
- ⇒ Completes check requests on items under the required amount for stock purchases; completes requisitions sorted by departments and accounts to be sent to the Purchasing Director
- ⇒ Handles all return shipments received through the stockroom which includes contacting vendors of the issues, preparing packages to ship and return shipping
- ⇒ Lifts heavy boxes in stocking and distributing inventory
- ⇒ Prepares annual inventory for audit, including counting stockroom items and completing inventory spreadsheet
- ⇒ Responsible for following the governmental rules and guidelines of the Troup County Purchasing Manual
- ⇒ Picks up mail from the Post Office Box each morning; signs for and picks up certified mail each morning from the Post Office; separates and processes mail for each department with correct postage
- ⇒ Adds postage to certified mail for different departments and Sheriff's Office blood boxes; weighs large boxes and/or packages for correct postage for different departments
- ⇒ Delivers mail picked up from the Post Office to the Board of Commissioners Office for distribution; delivers mail to Post Office every afternoon and any certified mail to front desk
- ⇒ Enters department information into postage meter to ensure the postage is charged correctly
- ⇒ Cross trains with Purchasing Technician for coverage during absences
- ⇒ Performs all other related duties assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.gov

Job #: 07152024 Purchasing Clerk

Grade 9

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace