

# JOB OPENING

## Troup County Government

<b>Position:</b> Purchasing Clerk (PT)	<b>Department:</b> Purchasing	<b>Salary:</b> \$12.06/Hr
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Under general supervision and instruction this position is responsible for acquiring materials and documents to fulfill requests 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. This includes pick-up of incoming mail from the post office and delivery of outgoing mail to the post office. This part-time position will transition into full-time in July.

**Qualifications/Knowledge:**

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ 1 to 2 years of experience in a related field is preferred
- ⇒ 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 the maintenance of 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, on line or email to place orders daily
- ⇒ Researches vendors for lower cost saving measures on requested items and notify department heads on compatible products at lower cost
- ⇒ Notifies departments when their budget is insufficient to cover their requisition order
- ⇒ Reaches out to various vendors requesting quotes on non-capital items ordered when needed
- ⇒ Evaluates stockroom to insure efficient levels of general office supplies, cleaning supplies and paper products to complete orders in a timely manner; Restocks items as needed
- ⇒ Keeps stockroom clean and organized; lifts heavy boxes in stocking and distributing inventory
- ⇒ Receives incoming shipments ensuring accuracy of shipments, noting damage or shortages
- ⇒ Prepares and labels outgoing departmental supplies to insure 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
- ⇒ Completes check requests on items under the required amount for stock purchase
- ⇒ Completes requisitions sorted by departments and accounts to be sent to the Purchasing Director
- ⇒ Handles all return shipments received through the stockroom; Includes contacting vendors of the issues, preparing packages to ship and return shipping
- ⇒ 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
- ⇒ Attaches correct postage to all outgoing mail each day and deliver to the post office
- ⇒ Enters department information into postage meter to insure the postage is charged correctly
- ⇒ Performs all other related duties as assigned

***Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.org](http://www.troupcountyga.org).***

Job #: 01162019 Purchasing Clerk

PT

*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**