

Job Description

General information

Job Title: Purchasing Clerk

FLSA Status: Non-Exempt

Reports to: Department Manager

General Position Expectations

All employees are expected to work within the company policies and procedures to accomplish their assigned duties while observing the following:

- Safety - Perform all duties in a safe manner. Recognize, correct and/or report unsafe conditions.
- Attendance - Maintain punctuality and meet or exceed the attendance standards as set by the company.
- Productivity - By applying utilization and efficiency, meet or exceed the standards of each assigned duty.
- Team Member - Accomplish all assignments in cooperation with fellow employees and management in a problem-solving, team environment.
- Quality - Attain a high level of quality in all tasks, services, data input, filing, reports, paperwork, and other job functions.
- Job Improvement - Recognize that each task can be amended and refined for the betterment of the employee and/or company and work toward that improvement.
- Training - Achieve a level of knowledge to assure obtaining the highest level of productivity and quality. In addition, assist in the training of fellow employees.
- Facilities - Responsible to use care and respect when utilizing equipment and facilities. Additionally, all employees should pick up and clean in any public space, restroom, break room or passageway where they might be located or traveling throughout the plant, office, and grounds. Housekeeping is everyone's responsibilities

Summary

Under minimal supervision, the Purchasing Clerk will perform administrative and clerical duties for the department. This position plays a significant role in the innovation, growth, and cost-savings of the company.

Essential Duties and Responsibilities

- Organize existing data in spreadsheets
- Operate common office equipment like computers, scanners, and printers
- Assist with Quarter/Year-end inventory

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- Tracking incoming orders and ensure timely delivery
- Enter Order details (vendors, quantities, prices changes) into internal database
- Create and maintain good relationships with key suppliers
- Prepare reports on purchased products
- Receive material in Navision database
- Inventory location changes
- Set up new vendors/inventory parts in the ordering system
- Reconcile inventory counts
- Other duties assigned by manager

Competencies

- Comprehension of safety practices and procedures
- Adhere to the Champion Operating Principles
- Must be proficient in Microsoft office (Excel, Word)
- Must have strong analytical skills and be capable of interpreting data and information
- Must be able to exercise independent judgment or adopt or modify methods and standards to meet assigned duties/objectives
- Must have strong interpersonal skills
- Must be able to prioritize tasks and follow through with requests for assistance
- Must have strong attention to detail

Ideal Qualifications

- High school diploma or GED is preferred
- Manufactured housing industry experience preferred
- Purchasing or Materials experience desired
- Shipping/Receiving experience desired
- Familiarity with Supply Chain and inventory management systems desired

Physical Demands (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

The employee may occasionally lift and/or move up to 40-50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit, stand, walk.