

**Job Title:** Purchasing Assistant**Location:** Service Center**Department:** Purchasing**Job Status:** Full-Time**Reports To:** Procurement Manager**Job Grade:** 202**Pay Status:** Non-Exempt**Date Created/Updated:** 8/16/2023

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### Position Summary

The Purchasing Assistant will play a vital role in ensuring the efficient procurement of materials, supplies, and equipment necessary for our company's operations. The ideal candidate will have excellent communication skills, a keen eye for accuracy, be detail-oriented, organized, and have a proactive approach to supporting our Purchasing department, and both our internal and external customers.

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### Essential Duties & Responsibilities

#### PURCHASE ORDER PROCESSING

- Generate and process purchase orders in accordance with established procedures and guidelines, ensuring accuracy in product details, quantities, and pricing.
- Address and resolve any discrepancies, order delays, or quality issues in a timely manner, ensuring minimal disruption to operations.
- Maintain accurate records of purchase orders, invoices, and other relevant documents. Ensure proper filing and organization for easy retrieval.

#### VENDOR COMMUNICATION

- Establish and maintain effective communication with vendors to obtain quotes, place orders, track shipments, and resolve any order-related issues.

#### INVOICE REVIEW AND PROCESSING

- Review incoming invoices for accuracy and completeness, cross-referencing them with purchase orders and receipts. Process invoices in a timely manner, verifying payment terms and amounts.

#### WAREHOUSE AND INVENTORY MANAGEMENT

- Assist the Purchasing Warehouse with monitoring and track inventory levels.
- Coordinate with the Warehouse Supervisor to ensure optimal stock levels, research and compare prices, quality, and delivery options from various suppliers.
- Collect, sort, and deliver internal mail and packages to designated departments or individuals within the company.

#### OFFICE DUTIES

- Assist the Purchasing Manager in managing and adhering to the department budget.
- Generate regular reports on purchasing activities, vendor performance, and inventory status.
- Provide insights and recommendations to improve purchasing processes.
- Collaborate with other internal departments regarding purchase order processing and distribution. Ensure compliance with company policies, procedures, and ethical guidelines.

#### REQUIRED SKILLS

- Strong organizational skills with high attention to detail.
- Excellent communication and negotiation skills.
- Ability to multitask and prioritize tasks effectively.
- Analytical mindset for comparing and evaluating vendor options.
- Familiarity with inventory management concepts.

- Strong problem-solving skills and ability to work well under pressure.
- Knowledge of basic accounting principles related to purchasing is advantageous.

## GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines or negatively affect direct reports' ability to do their jobs when applicable.
- Adhere to NBU policies and procedures, as well as safety guidelines and practices at all times.
- Maintain a clean and safe work area, office, field site and vehicle as applicable.
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents.
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general.
- Exemplify NBU Core Values.  
Participate in and support initiatives to reach annual NBU Strategic Goals.

## Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School

Field of Study: General Studies

Diploma/GED

Other: Click or tap here to enter text.

Work Experience Time Frame: Entry Level

## Certification and Licensures Requirements

Click or tap here to enter text.

## Other Minimum Qualifications

- Associate's degree or relevant certification is a plus
- Previous experience in purchasing, procurement, or supply chain is preferred.

## Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
Arc GIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Other Software Knowledge

Purchasing and financial software

## Experience with Machines, Tools, Equipment and Other Work Aids

Telephone, Fax, Copier, Vehicle, calculator, projector, forklift, personal computer, printer

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### Physical Demands

#### **Standing:** Occasionally

- ☒ Making Presentations
- ☒ Observing Work Sites
- ☒ Observing Work Duties
- ☒ Communication with Co-Workers

#### **Fine Dexterity:** Constantly

- ☒ Computer Keyboard
- ☒ Telephone Keypad
- ☒ Calculator
- ☐ Calibrating Equipment

#### **Walking:** Frequently

- ☒ To Other Departments/Office/Office Equipment
- ☒ Around Worksite

#### **Carrying:** Occasionally

- ☒ Supplies
- ☐ Equipment
- ☒ Files

#### **Sitting:** Frequently

- ☒ Desk Work
- ☒ Meetings
- ☒ Driving

#### **Reaching:** Frequently

- ☒ For Supplies
- ☒ For Files

#### **Handling:** Constantly

- ☒ Paperwork
- ☐ Monies

#### **Kneeling:** Occasionally

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

#### **Pushing/Pulling:** Frequently

- ☒ File Drawers
- ☐ Equipment
- ☒ Table and Chairs
- ☐ Hose

#### **Climbing:** Occasionally

- ☒ Stairs
- ☒ Ladder
- ☒ Step Stool
- ☒ Onto Equipment

#### **Vision:** Constantly

- ☒ Reading
- ☒ Computer Screen
- ☒ Driving
- ☐ Observing Worksite

#### **Foot Controls:** Occasionally

- ☒ Driving
- ☒ Operating Heavy Equipment
- ☐ Dictaphone

#### **Balancing:** Occasionally

- ☒ On Ladder
- ☒ On Equipment
- ☒ On Step Stool

#### **Bending:** Frequently

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground
- ☐ Making Repairs

#### **Crouching:** Occasionally

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

#### **Crawling:** Never

- ☐ Under Equipment
- ☐ Inside Attics/Pipes/Ditches

#### **Hearing:** Constantly

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public
- ☒ Listening to Equipment

#### **Twisting:** Constantly

- ☒ From Computer to Telephone

☒ Getting Inside Vehicle

☒ Communication Via Telephone/Radio/To-Co-Workers/Public

**Talking:** Constantly

**Other:** [Click or tap here to enter text.](#)

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### Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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### Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:** Click or tap here to enter text.

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**Primary Work Environment:** Office Environment

Other: Click or tap here to enter text.

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**Overall Strength Demands**

- ☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☒ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- ☐ Very Heavy - Exerting 50 pounds constantly

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**Non-Physical Demands**

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:** Click or tap here to enter text.

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**Employee Statement of Understanding**

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Date