



Title:	Inventory/Purchasing Specialist
Reports to:	Assistant Transportation Director
Terms of Employment:	12 Months
Salary:	NC State Salary Schedule

QUALIFICATIONS: High school graduate or equivalent and a minimum of three years' experience in purchasing, inventory control and accounting for parts and supplies preferred.

JOB GOAL: To perform journey level administration and clerical support duties such as accounting, purchasing and inventory control

DUTIES AND RESPONSIBILITIES:

Calculates all invoices and enter stock items onto state inventory

Researches specification; writes and obtains bids

Keying all MI's

Communicates with State Purchasing Department

Prepares requisitions and purchase orders

Maintains a computer expenditure ledger

Researches inventory and order parts as necessary

Reconciles inventory to insure no shortage or overages exists

Establishes and maintains files for bills, records and correspondence

Disperses parts to mechanics as needed

Orders liquid inventory

Compiles annual inventory

Back up for fuel

Examines all invoices to assure that they are in accord with deliveries, that proper discounts have been given and taken and that they are correct before they are sent to the office for payment

Tap titles and inspects paperwork

Serves as a team player and role model for other employees in the organization; demonstrates a commitment to continuous quality improvement; supports and exhibits organization core values of caring, respect, integrity, responsibility, high expectations, being customer driven and valuing diversity

Performs other duties and accepts responsibilities as assigned

PHYSICAL REQUIREMENTS:

Must possess physical abilities to perform job such as talking, hearing, operating a computer, etc.

Must be able to lift 40 pounds