



External Employment Opportunity

- JOB TITLE:** Purchasing Clerk (Part-time/Temporary/Seasonal)
- PAY RANGE:** \$14.00 per hour
- CLOSING DATE:** Open Until Filled; First Review of Applications: Friday, July 25, 2014
- DUTIES:** Under the direct supervision of the Purchasing Agent, the purchasing clerk position performs a variety of support assignments for the District's purchasing and warehouse functions. Incumbent will gather, assemble and verify invoices with open purchase orders, receive items on purchase orders utilizing an enterprise resource planning system, file and distribute purchase orders to requestors; assist with operating inventory systems to identify items for reordering; assist with warehouse operations in inventory control documentation and internal warehouse customer service; perform administrative duties as requested; will be expected to perform duties in a professional manner, while working well with all levels of the organization.
- QUALIFICATIONS:** Possession of a high school diploma or equivalent certificate; Knowledge of basic mathematics, inventory methods and procedures. Strong computer skills, proficiency in MS Word and Excel required; Excel skills should include the following capabilities: Spreadsheet creation & maintenance, importing/exporting data, basic formulas/calculations, sorting, filtering, pivot tables, averages/weights and charts. Experience with financial software systems desired. Must maintain a valid California driver's license and a safe driving record.
- PHYSICAL REQUIREMENTS:** Position requires occasional stooping, bending, climbing, lifting, walking, reaching, and the ability to carry and lift materials weighing up to 30 pounds. In addition, this position requires oral communication with District management, coworkers, and District customers, regular use of the telephone for communication; operation of office equipment such as computer terminal, copier

**External Employment Opportunity
Purchasing Clerk**

and facsimile machine; sitting for extended periods of time and hearing and vision within normal ranges.

**APPLICATION
PROCEDURE:**

Please complete a District Application for Employment, which can be obtained from our website at www.mnwd.com. For consideration in the first review stage, completed applications must be received in the Human Resources Department by no later than Friday, July 25, 2014 at 5 p.m.