

Purchasing Technician
\$12.15 per hour
40 hours per week

Applications will be accepted until 5:00 p.m. on March 11, 2021, in the Office of Human Resources, Womack 209 or may be emailed to humanresources@hsu.edu.

SUMMARY:

The Purchasing Technician is responsible for performing a variety of purchasing duties and providing technical assistance related to purchasing procedures and software systems. This position is governed by state and federal laws and institution policy.

TYPICAL FUNCTIONS:

Receives requisitions and reviews for completion and enters vendor number on requisition or assigns new vendor number.

Determines which requisitions require a purchase order, contacts vendors for product availability and price, and assigns or secures purchase order number.

Maintains vendor files and updates data as needed.

Processes invoices and receives reports.

Communicates with accounts payable to ensure proper payment of invoices.

Provides technical customer service support to other departments and employees regarding purchasing and the purchasing system software.

Conducts data entry into complex databases and systems and develops queries to gather information and prepare reports.

May be responsible for entry of time records, payroll related documents, purchase orders, personnel action forms, budget documents, labor distribution reports, or any other procedural forms.

May be assigned various accounting duties, or tasks related to accounting.

May assist in preparing competitive bids.

Performs other duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of applicable laws and regulations. Knowledge of computers and software application programs.

Knowledge of database management and basic accounting principles. Knowledge of filing and recordkeeping procedures. Knowledge of customer service principles. Ability to perform accurate data entry and manipulate data to generate reports and documents. Ability to compose, proofread and edit correspondence, reports and other documents requiring attention to detail. Ability to conduct research and perform basic quantitative quality assurance reviews.

MINIMUM EDUCATION AND/OR EXPERIENCE:

The formal education of a high school diploma; plus two years of purchasing related experience.

Additional requirements determined by the institution for recruiting purposes require review and approval by the Arkansas Division of Higher Education.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

PLEASE NOTE:

The applicant selected for this position will be required to submit to a background screening, including criminal background check and financial records check.

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