



METROPOLITAN SCHOOL DISTRICT OF LAWRENCE TOWNSHIP

JOB DESCRIPTION

Title: Purchasing Assistant

Reports to: Business Manager/Deputy Treasurer

Performance Responsibilities:

Qualified candidates will be conscientious, well organized, detail oriented, flexible, and able to set priorities. They will be self-starting and able to work independently. Proficiency in the use of all office equipment required. Candidate must possess accurate 10-key skills and knowledge of EXCEL. Knowledge of MUNIS is a plus but not required. Candidates must be able to communicate and interact tactfully and professionally with staff and various members of the public including vendors, building level and central office staff.

Duties include but not limited to:

- Daily processing of purchase orders – coordinating with vendors/staff
- Reconciles monthly credit card statements
- Liaison between school personnel, vendors, business office and others
- Maintaining inventory at central office
- Training new treasurers regarding purchase orders, processes
- Assisting staff with vendors, product info, pricing, etc.
- Assist with new vendor entry process including W-9's, certificates of insurance
- Assist with deliveries, delivery arrangements
- Other duties as assigned