

Purchasing and Inventory Manager
Williston Public School District #1
Job Description

Job Title: **Purchasing and Inventory Manager**
FLSA Status: Non - Exempt
Reports To: Business Manager

Summary:

Responsible for inventory and purchasing and requisitioning of supplies and materials for the school district.

Essential Duties and Responsibilities:

- Responsible for purchasing for various departments such as administration, janitorial, maintenance, and classrooms.
- Prepares and distributes purchase orders to vendors and appropriate department.
- Maintain a vendor information file.
- Shop, research, and identify best prices on routinely used products by contacting vendors by phone or email.
- Receives all requisitions, P-Card, and purchase ordered items.
- Maintain and reconcile purchasing P-Card transactions and records.
- Check orders received against the purchase order issued.
- Identify assets as they arrive; assure asset tag is attached to item. Enter asset information on inventory module.
- Manage stock control. The receipt, storage, retrieval, and ensure the timely delivery of goods.
- Find and implement cost reduction measures in all aspects of warehouse transactions.
- Tracking transfer of assets between locations and work with yearly inventory of all items.
- Follow proper procedures for disposal of school items.
- Responsible for ordering items off state bid.
- Responsible for furniture, fixtures, and equipment (FFE).
- Be familiar with state surplus property and state and federal rules and regulations.
- Work with curriculum director to develop an inventory for textbooks.
- Coordinate with food service director to ensure proper storage of food service items.
- Perform other duties as assigned.

Supervisory Responsibilities:

Supervise warehouse personnel.

Necessary Skills:

- Ability to identify and resolve problems in a timely manner.
- Ability to maintain confidentiality.
- Ability to communicate well with others.
- Ability to exhibit objectivity and openness to others' views, give and welcome feedback, contribute to building a positive team spirit, put success of team above own interests, build morale and group commitments to goals and objectives, and support everyone's efforts to succeed.
- Ability to follow policies and procedures.
- Ability to prioritize and plan work activities and use time efficiently.
- Ability to approach others in a tactful manner.
- Ability to follow instructions and respond to supervisor direction, take responsibility for own actions, and commit to long hours of work when necessary to reach goals.
- Ability to meet challenges with resourcefulness and generate suggestions for improving work.

Technology Skills:

Should be proficient in Microsoft Office Suite.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, use hands, and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds.

Education and Experience:

High school diploma or GED required. Three to five year's experience in a related field required. Previous warehouse management experience and management or business degree preferred.

Term of Employment:

To be determined upon employment.