

 Oroville Hospital	Job Description for Purchasing Store/Clerk		Department:	Purchasing
			Dept. #:	8400
	Last Reviewed:	05/08; 08/12		
	Last Updated:			

Reports To

Director Materials Management

Job Summary

Assist in receiving function, assist in purchasing function as directed, and maintain paperwork flow in office in a timely, accurate manner.

Duties

1. File partial, completed and open purchase orders from previous day's receiving
2. Call for confirmations from earlier purchase orders
3. Match packing slips to receiving copy of purchase order, enter receipts into computer
4. File purchase order pink copy
5. Retrieve mail from mail room and distribute outgoing mail
6. Follow up on previous day's backorders
7. Distribute shopping guides weekly
8. Distribute other reports as directed
9. File other materials
 - A) Catalogues
 - B) Rental purchase orders
 - C) Service contracts
 - D) Other contracts
 - E) Standing purchase orders
 - F) Daily receiving summaries
10. Inquire on data purchase orders
11. Research problem receiving from accounts payable
12. Answer telephone calls and take messages
13. Call copier repair person
14. Other duties as requested by Buyer and Director

Qualifications

1. High school diploma
2. Ability to follow written and oral instructions
3. Ability to read, write and do basic math
4. Experience on a typewriter and computer helpful

Lifting Requirements

Medium – generally not lifting more than 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.