



Glenwood Telephone Membership Corporation
Purchasing Agent / Inventory Clerk
POSITION DESCRIPTION

This position supports the company's mission statement by purchasing and tracking materials and equipment to support operations within budgetary controls.

Position Title: Purchasing Agent/Inventory Clerk

Division: Blue Hill, NE

Department: Accounting

Status: Full-time/Non-Exempt

Supervisor Title: Controller
(assigns work, gives direction and answers questions)

Evaluators: Controller
(Evaluates work of employee)

In-put: General Manager

Direct Reports: N/A

ESSENTIAL RESPONSIBILITIES/JOB TASKS

1. 30% Purchases needed items for all Glenwood departments for the purpose of ensuring sufficient materials, parts, products, etc. are present to conduct the business of the company. Tasks may include researching and locating requested items, establishing relations with appropriate vendor representatives, determining vendor purchasing requirements, preparing vendor agreements, determining payment options, completing paperwork to acquire a purchase order number, initiating purchases, reporting order status, resolving all back-order issues, and reconciling invoiced pricing with quotes. Monitored by the Controller through review of records and consideration of feedback from company managers.
2. 20% Performs tracking/receiving of all orders for the purpose of ensuring ordered materials, parts, products, etc. arrive in a timely manner and are accounted for. Tasks may include documenting all receipts, inspecting all received items, ensuring orders are completed, serviceable and secured, distributing interoffice freight to the appropriate department, resolving any ordering issues with appropriate vendor and company manager, coordinating all RMA's (return material authorizations), completing paperwork, packing, shipping, tracking maintaining warranty information on large purchases, etc. Monitored by the Controller through review of shipping records and consideration of feedback from company managers.
3. 20% Monitors and safeguards inventories and internal controls for the purpose of ensuring the company is accountable for expenditures and purchases. Tasks may include tracking, organizing, labeling, storing, establishing inventory minimum and reorder levels, issuing stock to employees, distributing appropriate levels of resale and consumable items including but not limited to administrative supplies, technician supplies, customer premises equipment, hardware, promotional supplies, etc. Monitored by the Controller through monthly inventory reports and feedback from company managers.
4. 15% Manages the inventory for the purpose of ensuring accurate accounting of company resources exists. Tasks may include coordinating and reconciling the monthly, quarterly, semi-annual and annual inventory counts, investigating inventory discrepancies, and working with fellow accounting staff in making necessary inventory adjustments. Monitored by the Controller through records review and consideration of feedback from other accounting employees.
5. 10% Performs other bookkeeping tasks for the purpose of ensuring sufficient and accurate records exist for managing the company. Tasks may include recording cash receipts; reconciling inventory of computer and wireless equipment, business systems, leased equipment, retail and plant materials and supplies; maintaining accurate posting payments to customer accounts receivables; and maintaining records to be used as part of daily, monthly and annual accounting requirements. Monitored by the Controller by periodically reviewing the books.

6. 5% Performs the function of pricing inventory for resale for the purpose of ensuring the proper margin is set according to the pricing policy. Tasks may include pricing items for resale using a markup table, consulting with sales specialist for competitor pricing, and maintaining retail pricing in the point of sale software. Monitored by the Controller with feedback by the Director of Business Development.

Continually looks for new and improved ways of completing the above functions. Other tasks as assigned by supervisor will be performed in order to address unexpected situations or needs that may arise.

**Required to report to work on time and when scheduled.*

RESPONSIBILITIES:

This position requires the ability to complete work on an individual basis and to participate as a member of a team to complete tasks and engage in problem solving activities. Also, must relate well with others since information has to be obtained daily from others, There is internal and external contact at all levels of the organization requiring negotiation, persuasion, and diplomacy.

LATITUDE:

Most duties are self determined, planned, and arranged by the performer. Problem solving is done in conjunction with the Controller and requires technical knowledge. Some decisions not effecting other departments can be made independently. Purchase decisions are made involving commitments up to \$500.00.

IMPACT OF POSITION:

Successful completion of essential job tasks ensures efficient use of time and effective completion of job duties. Errors may have significant adverse effect on external relationships; impact a single department or phase of organization and cause improper utilization of labor, material, or equipment. While errors are easily detected, they could result in minor clerical expense, moderate to substantial monetary effect on the company, and affect operating costs.

CUSTOMER SERVICE/INTERACTION:

Daily e-mail, phone and face-to-face interaction with employees within the department and other departments to perform job functions.

Daily phone and occasional face-to-face contact with customers sometimes occurs.

Vendor contact is by phone and e-mail daily.

Ordering and receiving in a timely basis to ensure customer service standard timelines are met.

ESSENTIAL SKILLS & REQUIREMENTS:

EDUCATION:

Associate's degree in business administration or accounting, required.

High school diploma, required.

SKILLS:

Administrative
Technical
Conceptual
Human relations
Decision making
Problem solving
Written communication
Oral communication
Phone
Math
Computer

EXPERIENCE:

One to two years in purchasing / inventory, required.

LICENSE:

A valid Nebraska driver's license and a good driving record, required.

EQUIPMENT:

General office equipment, phone, and computer, required. Fork lift operation preferred.

PHYSICAL:

Occasional bending, carrying, lifting up to 50 pounds independently, standing, walking
stooping, kneeling, required.
Frequent utilization of manual dexterity and visualizing of the computer screen, required.

TRAINING:

Training within the company must be completed within six months, required.
Ongoing training as required by the company.

WORK CONDITIONS:

Office / warehouse environment.

OTHER:

Infrequent overnight travel, required.
Occasional travel by vehicle, required.
Infrequent travel by air, required.
Occasional overtime, required.

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE: