

## Kudler Fine Foods

### Job Description

#### **Purchasing Assistant**

Compiles information and records to prepare purchase orders under the direction of the Purchasing Manager.

#### **Essential Duties**

1. Verifies specifications of purchase requests.
2. Consults catalogs and interviews suppliers to obtain prices and specifications.
3. Types or writes invitation of bid forms and mails forms to supplier firms or for public posting.
4. Writes or types purchase order and sends copy to supplier and department originating request.
5. Compiles records of items purchased or transferred between departments, prices, deliveries, and inventories.
6. Computes total cost of items purchased.
7. Verifies bills from suppliers with bids and purchase orders and approves bills for payment.

#### **Required Qualifications and Experience**

The purchasing assistant must have strong administrative and math skills. Prior purchasing experience is preferred, but not required.