

Purchasing Clerk

Bigfork Valley/ \$17.20 - 24.98 / Casual Hours

258 Pine Tree Drive, Bigfork, MN, United States

Benefits- Casual Employees

- Earned Sick and Safe Time
- Employee Assistance Program: Bigfork Valley offers you and your family members free, short-term counseling, referral, and support services.
- Experience Pay Given
- On-the-Job training!

Job Summary

- Reviews requisitions for compliance to company policy.
- Prepares and issues purchase orders and change notices.
- Reviews purchase order claims and contracts for conformance to company policy.
- Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.
- Prepares purchase orders or bid requests.
- Maintains procurement records such as items or services purchased costs, delivery, product quality or performance, and inventories.
- Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action.
- Purchases and approves inventory items.
- Expedites delivery of goods to users.
- Maintains the store room and stocks store room shelves.
- Receives, fills, and completes store room orders from request forms and issues supplies to appropriate departments.
- All other duties as assigned.

About the Position

- Casual Hours
- Weekdays only
- Day shift
- On-Site at Bigfork Valley

Qualifications

- High School Diploma or GED.
- Up to six months to one-year related experience or training; or equivalent combination of education and experience.

*The hourly wage for this position is \$17.20/hour to \$24.98/hour, with a median wage of \$21.09/hour. It is not typical for an individual to be hired at or near the top of the range for their role. Compensation decisions are dependent on the facts and circumstance of each case and on several factors including relevant work experience, education, certification & licensure, and internal equity. Hourly pay is just one part of the compensation package for employees.

EEO/AA Employer/Vets/Disability