

## **SUMMARY**

Responsible for complete review of orders placed by Sales Dept., acquiring materials and documents to fulfill requests for purchases, including preparing purchase orders and handling inquiries about orders, placing orders from quotes. Follows through with purchase from order placement to fulfillment and ensures order arrives undamaged and on time. Reconciling the link between purchase orders and sales orders.

Requirements - 5 years in procurement, HS Diploma, proficient with Word, Excel, Procurement Processing Software. Report to office located near I75 and East Brainerd Road, Chattanooga, TN.

Full-time Permanent Position, Non-exempt Hourly employee (qualifies for overtime), plus benefits, insurance, 401K, sick/vacation days, Monday-Friday, 8:00am-5:00pm.

Rate – TBD after interview, based on experience and rating.

Position is part of the Accounting department, report to Controller.

Required lifting, standing, walking, sitting.

Must dress in “business office” attire.

## **PRIMARY RESPONSIBILITIES & PROFICIENCY**

- Handle requests for purchases.
- Ensure all documentation is accurate.
- Handle questions and concerns about merchandise.
- Track purchases from order placement until it arrives in hands of order placer.
- Have a basic understanding of inventory.
- Order supplies.
- Ensure packages arrive on time.
- Notify appropriate department of the placement of orders.
- Compile records of items purchased or transferred between departments, prices, deliveries, and inventories.
- Determine cause of any delays en-route.
- Match purchase orders with shipment.
- Verify purchase orders are linked to the appropriate sales orders
- Verify billed amount with goods received.
- Handle invoices and facilitate payments to vendors.
- Monitor inventory control systems.

Disclaimer: The above list of duties and responsibilities is not intended to be a comprehensive list of duties and responsibilities of the job and may change without notice.

EQUAL OPPORTUNITY EMPLOYER: We do not discriminate based upon race, religion, gender, national origin, sexual orientation, familial status, age, handicap, marital status, etc.

*If you are offered this position, you and your position supervisor will sign this job description. Your signature will be your statement that you understand the terms set forth above, meet the requirements, and are ready, willing, and able to fill the role set forth above.*

Sherry Davis, Controller  
INFOSYSTEMS, INC.