



Job Title: Supplier Data Base Clerk

Exemption Status/Test: Non-Exempt

Reports to: Secretary to Director

Date Revised: May, 2015

Dept. /School: Business Services

Primary Purpose:

Review and approve online supplier application. Work with limited supervision and follows established purchasing procedures to process applications.

Qualifications:

Education/Certification:

High school diploma or GED

Experience:

Three (3) years' clerical and customer service experience

Special Knowledge/Skills:

Knowledge of Oracle iSupplier module procedures

Ability to work with suppliers in an accurate and rapid manner

Ability to analyze and organize a complex filing system of supplier application-related documentation

Proficient in keyboarding and file maintenance skills, including electronic filing

Ability to use software to develop spreadsheets, databases, and do word processing

Effective organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

Purchasing

1. Post bids and addendums to GISD website as directed and in accordance with established procedures.
2. Assist with the preparation and emailing of bidding documents, including notice and instruction to bidders, specifications, and proposal forms.
3. Communicate with suppliers to update iSupplier account.
4. Detect and resolve problems of duplicate suppliers in database.
5. Assist suppliers with on-line bidding.
6. Extensive ability to file bid and insurance documents electronically.

Clerical

7. Maintain vendor databases.
8. Prepare correspondence, forms, manuals, reports, and purchase orders using personal computer.
9. Compile, maintain, and file all reports, and other documents as required.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.