

# Klamath Health Partnership

## Job Description and Responsibilities



### Position: Purchasing and Inventory Assistant

**Salary Range:** \$  
**Status:** Non-Exempt  
**Reports to:** Purchasing and Inventory Specialist  
**Location:** Klamath Open Door

The Purchasing and Inventory Assistant is responsible for the ordering and procurement of all supplies and equipment for Klamath Health Partnership. The Purchasing and Inventory Assistant will assist in keeping accurate inventory records of all supplies, equipment, and materials both on and off site.

### Key Responsibilities

- Purchase the highest quality merchandise at the lowest possible price and in the correct amounts.
- Prepare purchase orders, solicit bid proposals, and review requisitions for goods and services.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities and the supplier's reputation and history.
- Analyze price proposals, financial reports and other data and information to determine reasonable prices.
- Monitor shipments to ensure that goods come in on time and in the event of problems, trace shipments and follow up on undelivered goods.
- Confer with staff, users, and vendors to discuss defective, recalled, or unacceptable goods or services and determine corrective action.
- Assists in conducting annual physical inventories.
- Organize and maintain files, records, and reports relative to purchasing activities.
- Consistently provides excellent customer service to internal and external business partners and promotes a positive work environment.
- Ensures that all practices follow established policies, procedures and processes developed for procurement.
- Perform other duties as assigned.

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### **Desired Knowledge, Skills, and Abilities:**

- High school diploma or general education degree; or three to six months' related experience and/or training; or equivalent combination of education and experience.
- Good oral communications and organizational skills.
- Ability to assess a situation, consider alternatives and choose appropriate course of action.
- Ability to prioritize workload, effectively manage time and handle stressful situations.
- Ability to interact and collaborate with team members and other providers in providing procurement assistance.
- Ability to exercise discretion in interacting with vendors and provide excellent image to outside vendor contacts.
- Ability to work with minimal supervision.
- Ability to mathematically determine necessary order quantities.
- Physical demands – Lifting 5 to 25 pounds occasionally from floor to upper shelves.

### **Accommodations**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is expected to work Monday through Friday, 8:00 a.m. – 5:00 p.m. and will be called upon to work extended hours and Saturdays from time to time. While performing the duties of this job, the employee is regularly required to walk, talk, bend, lift, carry, write, and hear. The employee frequently is required to stand, walk, sit, and use hands to finger, handle or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.