



Job Documentation

JOB TITLE: Purchasing Clerk	JOB CODE: S472
DEPARTMENT: Central Supply	STATUS: Non-Exempt
SUPERVISES: NA	ADDENDUMS: NA
REPORTS TO: Purchasing Manager	EFFECTIVE DATE: December 2020
	REVISED ON: TBD

PRIMARY FUNCTIONS

The Purchasing Clerk supports the organization by compile requests for materials, prepare purchase orders, keep track of purchases and supplies, and handle inquiries about orders. They gather information and records to draw up purchase orders for procurement of materials and services. They also respond to customer and supplier inquiries about order status, changes, or cancellations. Monitor inventory, perform buying duties when necessary, and contact suppliers to schedule or expedite deliveries.

Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety and Infection Control, all and Federal and State of Nebraska regulation related to the performance of CCCH operations and requirements of the Compliance Program. Participates in professional growth and development.

QUALIFICATIONS

Education and/or Experience

- High school diploma or general education degree (GED) required
- 1-2 years in a related filed preferred

Certificates, Licensure, Registrations

NA

GENERAL REQUIREMENTS

- Demonstrates commitment to the organizational mission, vision, and core values
- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions with others
- Communicates effectively both orally and written to all disciplines
- Possesses ability to make independent decisions and changes
- Demonstrates teaching skills, understanding and language skills



- Exhibits excellent telephone and computer skills/knowledge
- Proper use of the EMR
- Serve as a role model to colleagues, students and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Able to operate all equipment correctly and safely
- Participate in QA programs, as needed
- Practices Standard Precautions
- Ability to sit, stand, bend and lift as job requires with the possibility of prolonged standing
- Able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated meetings
- Able to perform other related duties as assigned

SIGNIFICANT DUTIES

- Verifies specifications of purchase requests
- Performs periodic inventories to determine needs
- Prepares, reviews and tracks purchase orders through the purchasing process
- Compiles records of items purchased or transferred between departments
- Restocks utilizing proper rotation, organization, identification, documentation
- Computes total cost of items purchased
- Prepares and files purchasing related documentation
- Contacts suppliers concerning late deliveries or missing shipments or to report damaged goods
- Responsible for changes, corrections and adjustments on departmental stocking
- Applies patients charge stickers to all chargeable items including all non-stock items
- Compare prices, specifications and delivery dates to assist in determine the best bid
- Tracks status of contracts and orders, and calculate relevant costs
- Provides administrative support and maintaining inventory and purchase records
- Vendor relationship management
- Identifying cost-saving opportunities to support company's profitability goals
- Handles incoming and outgoing shipments



Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.

Physical Demands Checklist

PHYSICAL DEMAND REQUIREMENTS						
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely (0-25% of day)	Occasionally (26-50% of day)	Frequently (51-75% of day)	Continuously (76-100% of day)	
Lift: light weight (0-20 lbs.)					X	
Lift: moderate weight (20-35 lbs.)				X		
Lift: heavy weight (35-50 lbs.)			X			
Walk				X		
Bend				X		
Stand				X		
Sit				X		
Drive		X				
Climb		X				
Squat/crouch				X		
Kneel		X				
Push				X		
Pull				X		
Write					X	
Reach					X	
Grip					X	
Crawl		X				
Vision/read						X
Talk/verbal skills						X
Hear						X
Feel/tactile					X	
Concentrate in distracting environment					X	



SIGNATURES

This job description has been approved by all levels of management.

Manager

Date

HR

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date