

Wright State University
CLASSIFIED JOB SPECIFICATION
Purchasing Coordinator

I. JOB INFORMATION

Job Title: Purchasing Coordinator (CS 04)

Job Class: 12121 FLSA Status: Non-Exempt

II. JOB SUMMARY

Under general supervision oversees and facilitates purchasing of supplies and materials for the university, responds/interacts with internal and external persons to determine needs, priorities. May give guidance and work direction to other employees.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Reviews and processes change, standing, and blanket orders into the Banner system. Coordinates insurance-related information and creates reports.
- Uses appropriate policies and procedures to input vendor information into the system.
- Maintains web pages for the department; develops links to CATS help desk for questions and answers.
- Maintains a variety of logs, reports and records. Assists in the preparation of quarterly reports. Compiles data and participates on special projects as needed. Enters data using various software packages.
- Solves problems from vendors and departments. Makes recommendations related to processes.
- Oversees all departmental records to assure compliance with university standards.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or GED and three years of related work experience OR, two years of post-secondary education and one year of (FT) related work experience OR, a bachelor's degree in a related field and six months of (FT) related work experience. Strong interpersonal, communication and organizational skills. Ability to calculate whole numbers, decimals, fractions and percentages. Excellent public relations skills. Knowledge of and skills to utilize basic office equipment such as calculators, PC's and a variety of software packages.

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

Business Math. Checking-Standard. Spreadsheet-Standard.

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

12120

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.