

# Purchasing Assistant Job Description

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- Keeps purchasing office and warehouse records in a neatly filed manner
- Orders all necessary supplies for the office and maintains records of same
- Arranges for transportation and delivery of goods, making sure that orders are filled and inspected properly upon arrival
- Keeps inventory of all goods and keeps them stored safely in warehouse or storage room
- Maintains inventory control system to ensure safety and accuracy of the stored items, notes any problems with items or shipments, notifies supervisor immediately when necessary
- Notifies supervisor immediately any shortages or discrepancies between inventory counts posted by the computer system and actual counts revealed by physical inspections
- Keeps records of all expense reports and purchases that are made for the company
- Keeps track of purchases, sales and inventories, both on a daily basis and accumulatively for the company
- Prepares reports about inventory, supply needs and any other problems that may arise
- Keeps records of all goods that leave the warehouse, noting when and to whom they went
- Makes out reports for the company and supplies them to appropriate personnel
- Receives goods that arrive at the warehouse and makes sure that they are recorded accurately in the system
- May assist in receiving goods from vendors, unloading trucks, moving goods from storage in warehouse to storage on loading dock and performing other duties necessary for smooth operation of business/department

- Packages and labels purchases before shipping them out, using materials supplied by management or vendor specifications as needed.