Purchasing/Receiving Agent
Pay Band - $35,000 - $52,000

Position Definition:

Working under the general supervision of the Assistant Town Manager or the Purchasing Director, the Purchasing/Receiving Agent performs office, program and administrative support duties. Duties are performed within specific guidelines using established policies and procedures. Employees in these positions perform a range of duties including, but not limited to, general office, shipping, receiving, delivering activities.

Examples of Work:

- Answers telephone and handles requests from Town departments and vendors concerning the purchase of required material.
- Loads and unloads trucks.
- Maintains stock room to include issuing material and quarterly inventory.
- Logs daily reports and tabulates daily work sheets to code labor and material to correct cost centers.
- Maintains state highway maintenance accounts. This includes calculating daily work sheets, involving equipment rental rates, employee pay rates, and cost of materials. These work sheets are calculated on a monthly basis. A quarterly report is then compiled for review and signature of the Assistant Town Manager.
- Assists with preparation of daily invoices in preparation of monthly accounts.
- Expedites delivery of critical material and tracks back orders.
- Maintains files on purchase orders.
- Helps prepare various reports such as the monthly summary of accounts.

Qualifications:

Education and Experience:

- High school graduate or GED completion.
- A minimum of one (1) year experience involving public contact.
- Experience with governmental purchasing systems.
- Must possess a valid Commonwealth of Virginia driver's license.

Knowledge, Skills and Abilities:

- Knowledge of governmental purchasing systems.
- Ability to inventory and maintain accurate records.
- Ability to lift and move objects weighing up to 75 pounds.
- Ability to use standard office equipment.
- Ability to drive light and medium vehicles.

- Skill in using a forklift truck and front-end loader.