



BEST PLUMBING SPECIALTIES, INC.

Job Description Form

Division/Department	Purchasing
Location	Corporate Office
Job Title	Administrative Assistant, Purchasing Department
Reports to	Purchasing Manager

Level/Grade	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours <u>40</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

Best Plumbing Specialties sells supplies and materials to maintenance professionals working in Commercial Real Estate, Correctional Facilities, Healthcare, Educational Facilities, Government/Military, Hospitality and Multi-family Housing. Purchasing is responsible for many critical functions such as negotiating the prices, terms and quantities for stock orders, special orders and requisition items. These aspects affect profitability as much as, if not more than almost any other function within the company. Currently we deal with hundreds of vendors supplying hundreds of thousands of specialty items and processing tens of thousands of purchase orders. The accurate completion of these tasks is the responsibility of the purchasing department. Best utilizes an Epicor Profit 21 operating system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Utilize Excel to revise and manipulate price files including supplier part numbers, UPC codes, carton quantities, etc.
- Analyze assigned projects to update and maintain system figures in our system to apply discounts and calculate costs.
- Generate and manage purchase orders ensuring accuracy and timely processing.
- Assist in PO acknowledgement, expediting, and order generation
- Enter new suppliers, update supplier notes
- Communicate professionally with vendors to confirm order details, delivery schedules, and resolve any discrepancies.
- Communicate and interact with other departments to resolve issues and to expedite material to the customer.
- Assist as needed in daily and weekly procurement tasks
- Other tasks may be assigned as deemed necessary by the Purchasing Manager

MINIMUM REQUIREMENTS

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<ul style="list-style-type: none"> •Must be proficient in MS Excel to perform spreadsheet and database maintenance •Minimum 3 years of experience in data entry, entering numerical data in a variety of specialized formats •Ability to prioritize and manage tasks efficiently with great attention to detail •Strong verbal and written communication skills. •Team player who is focused on maintaining good relationships with coworkers and meeting goals •Ability to work independently on assigned tasks and accept direction on given assignments. •Epicor Profit 21 or similar ERP system experience preferred. •High school Diploma or equivalent 	

Your signature below states that you have reviewed and understand all essential duties and responsibilities listed and believe them to be accurate and complete. You also agree to follow and adhere to your job description to the best of your ability. Best Plumbing Specialties, Inc. retains the right to change the job description as it deems necessary.

Signature

Date