

1.0 SUMMARY

The Purchasing Clerk is to plan, coordinate, and control, under the direction of the Purchasing/Inventory Control Manager, the cost of goods sold and inventory levels at FdL Bumper Exchange, Inc. The Purchasing Clerk works closely with the Distribution Department.

2.0 REPORTING RELATIONSHIPS

2.1 The Purchasing Clerk reports to the Purchasing/Inventory Control Manager.

2.2 No one reports to the Purchasing Clerk.

3.0 REQUIREMENTS

	Required	Preferred
3.1. <u>Education</u>	High school graduate or HSED.	Two-year college degree; extensive purchasing experience may be substitute.
3.2. <u>Experience</u>	2-3 years purchasing experience.	2-3 years purchasing experience in the automotive or similar industry.
3.3. <u>Skills, Knowledge and Abilities</u>	Must have general PC and electronic spreadsheet knowledge. Have a customer-friendly attitude. Must be able to operate a forklift and barcode scanner.	
3.4. <u>Physical</u>	Body Positions: Standing, sitting, climbing, walking, crouching, and stooping. Body Movements: Sitting for long periods; standing, walking, squatting, crouching, etc., including full range usage of arms, legs and hands, reaching overhead, above the shoulders and horizontally, bending at the waist and stooping, kneeling, or crouching. Must be able to lift and/or carry 50 pounds. Body senses: Use of all bodily senses. Must be able to see (20/20 vision with glasses, 20/200 without) and hear (with mechanical assistance if necessary) sufficient to understand and comprehend individuals in one-on-one conversations or on the telephone.	

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3.5. Mental

Must be able to read, write, and speak English fluently.

Must be able to perform basic arithmetic functions at least at the high school level and enjoy working with numbers.

Must be able to work under time and budgetary pressures, including multi-tasking.

3.6. Management Skills

Ability to effectively prioritize, plan, organize, and control workflow in a team environment.

4.0 WORKING CONDITIONS

Work area is inside and outside of Company offices, warehouse, or shop, where conditions can be hot, cold, wet, dusty and/or greasy, etc. Some business related travel is required to FdLBEX distribution centers, vendors/suppliers, and trade events.

5.0 RESPONSIBILITIES

The Purchasing Clerk is responsible for:

5.1 Special order maintenance.

Measurements: Special orders are processed in a timely manner.
Customers are informed of any changes in status.

5.2 Follow up with customers regarding back orders.

Measurements: Customers are kept apprised of back order status.
Feedback from customers and territory reps.

5.3 Accurate Purchase orders.

Measurements: Ensured that purchase orders were updated prior to vendor delivery of products with regard to quantities & costs.

5.4 Returns to vendors.

Measurements: Returns are posted accurately and by the end of the day that the returns go back to the vendor.

- 5.5 Communications with Purchasing/Inventory Control Manager and Distribution Supervisor regarding item/quantity discrepancies.
- Measurements: Number of item/quantity discrepancies.
- 5.6 Maintenance of minimum/maximum inventory stocking levels for all warehouse locations.
- Measurements: Number of cases when sales are missed due to inaccurate stocking levels.
- 5.7 Maintenance of vendor prices, part numbers, and part descriptions.
- Measurements: Number of inaccurate situations.
Vendor parts are added to the system within 2 days of new product announcements.
- 5.8 Knowledge of all Company products.
- Measurement: Continually improving knowledge of products.
- 5.9 Performing general responsibilities of FdL Bumper Exchange, Inc. managers and employees as assigned by the Company's policies and procedures.
- 5.10 Performing other responsibilities as assigned by the Purchasing/Inventory Control Manager or President.

6.0 AUTHORITY

The Purchasing Clerk has the authority to:

- 6.1 Request from the Warehouse Supervisor timely and accurate information on all transactions (so that vendors can be contacted regarding load shortages, damaged items, or items shipped in error).
- 6.2 Know information related to purchasing department such as actual and targeted sales and inventory levels, sales history reports as needed, and inventory maintenance adjustments.
- 6.3 To do item maintenance (description, application, primary and additional vendors, costs) to provide the best product descriptions.
- 6.4 To recommend to the Purchasing/Inventory Control Manager item price adjustments due to changes in vendor costs, competition pricing, and OEM pricing.

- 6.5 Take any reasonable action necessary to carry out the responsibilities of this position, so long as such action does not deviate from established FdL Bumper Exchange, Inc. policies and is consistent with sound business judgment.

7.0 TASKS AND DUTIES

See Task and Duty List attached.

8.0 ACKNOWLEDGMENTS AND APPROVALS

I have reviewed and understand the above job description and believe it to be accurate and complete. I understand that management retains the right to change this job description at any time.

Purchasing Clerk

Date

Purchasing/Inventory
Control Manager

Date

#	WORK TO BE PERFORMED	8am	9am	10am	11am	12am	1pm	2pm	3pm	4pm
9	Purchase Orders. - Review the status of the PO's due each day. Ensure that irregularities are resolved with the Distribution Supervisor. - Update the expected receipt dates for PO's that did not come in that day. Send a system message to inform the CSR's.									
10	Correct item descriptions and vendor part numbers as necessary.									
11	Print backorder query mid-afternoon. - Update orders. - Inform customers & TR's.									
12	Fax, email, and when absolutely necessary, call in add-on's to vendors.									
13	Update minimum and maximum stocking levels with each suggested order report.									
14	Update item pricing with new manufacturer or warehouse distributor pricelists for new list prices and/or costs.									
15	Return to vendors: - Post returns the same day the products are shipped back to the vendor. - Provide Accounts Payable the return documentation with the return number, date, and dollar value of the return.									
16	When asked by a customer or TR, track items that were shipped directly from vendors. - Get tracking #'s from vendor. - Use shipping company's website to determine delivery date(s) of item(s). - Inform customer & TR's.									
17	Perform other responsibilities as assigned by the Purchasing/Inventory Control Manager.									
18										
19										
20										

Employee: _____

Manager: _____

Date: _____