

MARSHALL MUNICIPAL UTILITIES
ADMINISTRATIVE SERVICES DEPARTMENT
JOB DESCRIPTION

Revised 4/22

TITLE: Purchasing Associate/Warehouse Worker

PAY RANGE: 5

JOB LOCATION: 1457 W. Arrow, Marshall, MO

NORMAL WORK SCHEDULE: 7:00 a.m. to 4:00 p.m., Monday-Friday.

BASIC DESCRIPTION OF WORK: Performs duties associated with purchasing including, but not limited to, record keeping and inventory control. Issues and receives materials as required to maintain warehouse.

This job requires the following education and/or experience:

- High School graduate or equivalent
- Minimum of 1 year experience working with Microsoft Word and Excel and other related computer functions

This job requires the following,

- (1) at the time of hire:
 - a. Valid Missouri Class F Driver's License
 - b. Computer knowledge on general operation of PC including Microsoft Word and Excel.

- (2) obtained on the job:
 - a. Warehouse stocking and inventory control
 - b. Forklift operator certification

PRIMARY DUTIES OF JOB: Enters data into computer for purchase orders, receiving reports, and transformer records. Maintains warehouse, issues and receives materials and insures inventory control. Receives orders, compares identifying information and quantities on the packing slip against the purchase order, counts items for verification, and indicates any discrepancies. Marks and stocks shelves. Researches sources for vendors and materials. Answers phone and takes messages for the Purchasing Department. Maintains files, catalog updates and price lists, etc.

SECONDARY DUTIES OF JOB: Assist with purchasing process when necessary and perform maintenance duties within the warehouse and purchasing section when the occasion arises. May assume other duties as assigned.

To do this job you must be able to:

Communicate effectively, in English, verbally in person and by telephone/radio, and through written material including correspondence, policy statements and agreements
Function with rapport regarding suppliers, engineers, contractors, the general public, employees of MMU and management
Apply basic math skills such as averages, greater than, less than
Operate computer keyboard and access computer files
Work safely alone and with others in a compatible manner
Operate equipment effectively such as fork lift, pallet jack, etc.
Wear standard safety equipment including hard hat and eye and ear protection

PHYSICAL DEMANDS:

- 1) Lift light to moderate weights (30-50 lbs.)
- 2) Walk, climb and descend ladders and stairs
- 3) Work in confined spaces and heights
- 4) Squat, kneel, bend, grasp, and reach overhead

ENVIRONMENTAL CONDITIONS: Normally an office environment. May work in unfavorable (hot, cold, damp, dusty or greasy) conditions.

SUPERVISION RECEIVED: Works under the direct supervision of the Purchasing Agent or others as assigned.

SUPERVISION GIVEN: May assist in or be responsible for the training of personnel in apprentice position as assigned by the Purchasing Agent.