

**City of Vicksburg  
Job Description**

**Job Title: Warehouse Receiving Clerk**

**Department:** Purchasing

**Reports To:** Purchasing Director

**FLSA Status:**

**Prepared By:** VAG

**Prepared Date:** January 5, 2018

**Approved By:**

**Approved Date:**

**Summary:** Processes single and/ or contract purchase orders and contract maintenance agreements for all City departments by performing the following duties, and other duties as assigned.

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

Answers the telephone for the Purchasing Department.  
Assists in selection of vendors and issues purchase orders.  
Reviews purchase requests from all City departments.  
Enter requisitions.  
Prepares accounts payable package for payment.  
Liquidates all purchase orders for Accounting.  
Scan invoices into Munis.  
Balance batches for accounts payable.  
Operates all office equipment.  
Calls vendors for prices and information.  
Writes or types purchase order and sends the department origination request.  
Consults catalogs and interviews suppliers to obtain prices and specifications.  
Compares prices with suppliers.  
Classifies priority regulations.  
Performing the physical count with department heads when orders are received.  
Assure records are with registered list when received.  
Maintaining warehouse orders and inventory.  
Receives orders and verifies merchandise.  
Issues, handling, and accounting for warehouse stock.  
Orders warehouse supplies.  
Receives returned material stock items; disassembles, inspects, determines suitability of material for restocking.  
Utilizes computer to properly account for issues, returns, receipts of new materials and associated back orders.  
Greet all vendors, employees, and customers upon them entering the Purchasing Department.

**Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Must have at least a high school diploma or general education degree (G.E.D.) and three to six months related experience (i.e., working in a purchasing department, working as a bookkeeper, or data entry clerk) and/or training (i.e., accounting classes); Work related experience and some college level courses preferred: Must be willing to take necessary training courses to become a CPPB.

**Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Computer Skills**

To perform this job successfully, knowledge of Spreadsheet software, Microsoft Excel and Word Processing software, Microsoft Word are preferred. Individual will be trained on the in-house Accounting and Purchasing software, but some prior experience with Accounting and Purchasing software is helpful. Basic computer skills necessary.

**Other Skills and Abilities**

Knowledge of the principles, practices, and legal requirements of municipal purchases: Some knowledge of formal bidding process; Some knowledge of cooperative purchasing and the purchase order process; Basic accounting or bookkeeping skills; Considerable knowledge about the types of materials ordered. Must be able to work with minimal supervision; must be able to deal effectively with other employees.

**Other Qualifications**

Must be or be willing to become a CPPB; Overtime, alternative work schedules, and on-call status maybe assigned as needed.

**Physical Demands**

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.

While performing the duties of this Job, the employee is regularly required to sit; use hands to

finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 50-80 pounds. Specific vision abilities required by this job include close vision.

### **Work environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual to perform the essential functions.

The noise level in the work environment is usually moderate.