

PURCHASING AIDE*

Function of Job:

Under supervision of designated supervisor, to perform product research and coordinate with the users and purchasing agents the requisitioning, bidding, ordering, and expediting of purchases of equipment, services, materials, and related supplies, as assigned.

Characteristic Duties and Responsibilities:

1. Provide details and documentation to Purchasing Agent or other designated supervisor for order placement, preparation of RFQ's and supporting information, and bid award.
2. Consult with faculty and staff on orders to be placed to meet their needs, to provide requested information, and to resolve problems on purchases.
3. Contact outside vendors to obtain price quotations, determine status on orders, and follow up on problem areas.
4. Coordinate with appropriate accounting staff on payment of invoices, resolving discrepancies, and billing follow-up.
5. Assist in obtaining specifications necessary to accomplish specific projects related to goods and services to meet user needs.
6. Coordinate ordering and inventory levels with appropriate users, Purchasing and outside vendors.
7. Assist in the preparation of quote requests for assigned equipment and related supplies.
8. Perform product research to obtain information required for initial negotiation of a contract, including consideration of campus general needs; servicing future needs; and possible interfacing of equipment.
9. Assist in testing and/or evaluation of vendor samples/performances as required.
10. Coordinate and implement procedures, consistent with USNH Purchasing and travel policies.
11. Act as principal interface with assigned commodity vendor such as travel agency, credit card issuing organization, Committees/campus representatives, and outside companies/vendors.
12. Coordinate and produce promotional/informational materials/literature in assigned commodity categories.
13. Administer campus program and travel office, process necessary forms, and maintain records.
14. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Associate's degree **or** high school graduation and two years of office experience in an organized purchasing environment involving the coordination of purchase orders with vendors, departments and business office.
2. Two years' experience in area related to work assignment, including administrative responsibility.
3. Good communication skills, both oral and written.

Additional Desirable Qualifications:

1. One year of purchasing/order placement experience.

11/12/1986
System Approval

11/12/1986
Effective Date

* Revised – Original approved 10/12/83 and revised 12/20/85.