



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Procurement Specialist I
DEPARTMENT.....:	Finance
DIVISION.....:	Purchasing
CLASSIFICATION/GRADE.....:	Administrative Technician II/102
REVISED.....:	02/2017
REPORTS TO.....:	Sr. Procurement Specialist
REVIEWED.....:	02/2017
WAGES.....:	Hourly

SUMMARY:

This is a general office clerical position, which requires an extensive amount of maintenance and upkeep of various required records. Procurement Specialists are under the direct supervision of the Sr. Procurement Specialist. This position requires the ability to deal with large volumes of paperwork; work in general contact with various departmental personnel and vendors on a daily basis; capability of offering the best service you can in a professional manner.

BASIC FUNCTIONS:

1. Process repetitive documents or transactions in accordance with established procedures, which includes keypunch of information into the AS/400 system.
2. Maintain document/records processed in a readily accessible manner and compile various reports according to standard operating procedures.
3. Sorting, stamping, and distributing of incoming and outgoing mail according to established procedures.
4. Answers phones, takes messages, and directs calls to proper personnel.
5. Greet and direct visitors to appropriate staff members.
6. Collects data as instructed and types or keypunches into final form in conformance with established formats.
7. Assist vendors with registration process and maintain Vendor Classification database.
8. Filing of records (i.e. bid files, scanned documents) as needed.
9. Performs other duties as requested (i.e. assist with surplus, attic/outdoors work).
10. Drive parish vehicle to Finance to deliver paperwork in a timely manner.
11. Is called upon to retrieve information for division personnel when needed.
12. Extensive amount of data entry, typing, filing and processing paperwork daily.
13. Perform any and all other duties as required or instructed.

OTHER REQUIREMENTS:

1. Must be flexible and able to accept supervision and follow instructions.
2. Must possess effective communication skills to interact effectively with co-workers, managers, subordinates, and the general public sufficient to convey information and to receive work direction.
3. Should possess skills in the use of common office machines and computer applications, including Word, Excel, and knowledge of AS/400 System.
4. Must be capable of handling multiple tasks.
5. Must possess a valid Louisiana driver's license.

EDUCATION/EXPERIENCE:

1. Must possess a High School diploma or GED.
2. A minimum of two (2) years clerical experience.
3. A minimum of one (1) year experience in Public Purchasing is preferred.