



"Committed to Safe and Affordable Housing"

Job Title: Inventory & Purchasing Assistant
Classification: Non-Exempt
Category: Administrative Services
Salary Range: \$17.00 - \$25.00 Hourly

Definition

Provide general office support for our Inventory & Purchasing Specialist.

Responsible for general maintenance and shop administration.

Orders, receives, stores, inventories, and issues a variety of services, materials, supplies, parts, and equipment; processes ordered items and services from vendors.

Typical Work

- Process daily timesheets for maintenance staff; ensure contractors and subcontractors have submitted certified payroll forms as required by law.
- Prepare and process tenant work orders, move-out paperwork, and notices of entry in an accurate and timely manner; submits various monthly reports to the management team and the board of commissioners as required.
- Place stocking orders, re-orders and special orders with vendors; prepare purchase orders; maintain inventory record systems; prepare and participate in yearly physical inventory.
- Ensure goods and services are delivered timely and priced appropriately; collect invoices and packing slips, comparing them against approved purchase orders; verify items and services have been received; contact vendors to solve any discrepancies.
- Responsible for the procurement of various goods and services including equipment; track and prepare items for proper disposal.
- Routinely collect and deposit coins from YHA laundry facilities.

Protect the privacy of all client related information; keeps a strict confidentiality of YHA business both while at work and during off duty hours.

Perform other duties as required.



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Knowledge and Abilities

Excellent communication skills; ability to prioritize multiple tasks; strong mathematical, writing and spelling skills; well-organized and detail oriented; proficient computer skills; knowledge of standard office equipment including Microsoft Office applications.

Legal Requirements

Valid driver's license with no more than three moving violations within the last three years.

Desirable Qualifications

High school diploma or GED; AND experience with purchasing preferred but not necessary; AND the ability to perform the work.

Employee Signature

Date