



Creative Bus Sales

Job Description Purchasing Clerk

Issue Date : 01/07/2015
Revision # : 0
Last Revised : n/a

Job Title: Purchasing Clerk Full Time Non-Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
HR Assistant	01/07/2015	Corporate Parts Sales Manager	01/07/2015	HR Director	01/07/2015

Reports To: Corporate Parts Sales Manager

Description:

The Purchasing Clerk is analyzing the sales trends for parts used and sold in our locations nationwide, and analyzing the stock levels and pricing of the items. Accuracy & attention to detail a must!

Education/Experience Required:

- High School Diploma or Equivalent
- Detail oriented, highly organized and responsible
- Good written and oral communication skills
- Computer skills; MS Word, MS Excel and Sys2k
- Professional demeanor and cooperative attitude
- Understanding of mechanical/parts and aspects of buses