

ADMINISTRATIVE COORDINATOR I

Finance | Purchasing



SUMMARY

Assist in performing responsible professional work in the acquisition of supplies, equipment, and services using approved purchasing methods.

JOB OVERVIEW

Starting Pay

\$12.74 - \$16.35 per hour

Schedule

Monday - Friday

Shift

8 a.m. - 4:30 p.m.

LOCATION

Purchasing Office

REPORTS TO

Manager

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Frequent interactions with members of the public

ESSENTIAL FUNCTIONS

1. Perform clerical duties as it relates to the advertising, sending, receiving, awarding, rejecting, extending, maintaining, and filing bids, quotes, contracts, proposals, projects, and state contract purchases.
2. Assist with ordering/securing materials, supplies, and services as a result of bids, quotes, contracts, proposals, state contract purchases, or emergency needs.
3. Provide clarification of purchasing procedures to other departments/divisions. Assist departments with purchasing business cards, specialty stamps, and other insignia items.
4. Meet with vendor representatives and salespeople to establish new sources and products; maintain updated vendor contact information.
5. Assist departments with purchasing business cards, specialty stamps, and other insignia items. Assist with communication needs as it relates to repairs, disconnects, new lines, transfer of lines, and phone line features.
6. Assist with the maintenance of motor vehicle files.
7. Assist with daily calls from user departments for purchase orders; route to appropriate personnel or other departments when necessary.
8. Provide back up to other purchasing positions as needed.
9. Establish and maintain an effective working relationship with the public and other parish staff.
10. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Knowledge of standard purchasing procedures and practices preferred.
2. Ability to summarize, compile, and tabulate narrative and numerical materials.
3. Ability to independently answer most inquiries and questions concerning purchasing procedures.
4. Ability to express ideas effectively both orally and in writing.
5. Possess effective communication skills to interact effectively with coworkers, managers, subordinates, and the general public.
6. Possess basic mathematic skills.
7. Ability to use common office machines and computer applications.

EDUCATION, EXPERIENCE, AND LICENSES

1. High school diploma or GED certification required.
2. Proficiency in Microsoft Office and knowledge of the AS/400 system required.
3. Experience and knowledge working with the LA Public Bid Law.
4. Minimum of two years of experience in public purchasing.
5. Possess and maintain a valid Louisiana driver's license.



Questions? No problem! Email us at
employment@tpcg.org