

KENDALL COUNTY SPECIAL EDUCATION
ADMINISTRATIVE ASSISTANT/PURCHASING CLERK

SUMMARY:

Perform clerical and technical work involving purchasing of services, equipment and supplies for Kendall County Special Education main building and all Kendall County Special Education programs.

RESPONSIBILITIES:

Accept and edit purchase requests from various departments. Correspond with supplier for quotes and prepare purchase orders. Maintain accurate data base regarding vendors utilized by Kendall County Special Education Cooperative. Proactively contact colleagues and suppliers in regards to the status of orders.

Maintain data base for Kendall County Special Education printers. Information should contain printer location, program, type of printer, printer cartridges associated with that printer, supplier, cost of printer cartridges, and number ordered throughout the fiscal year.

Research cost of products and services to ensure most competitive price is obtained.

Process Purchase Orders to vendors.

When invoices are received, verify with Purchase order.

Maintain a separate data base with account numbers from the general ledger and purchase order information (P O number, Teacher name, Vendor and amount of Purchase order) to ensure up to date account information is available to supervisors at all times during the fiscal year for ordering purposes and budget constraints.

Maintain, order and replenish all supplies for main building (ie, washrooms, kitchen, maintenance, and general office supplies).

QUALIFICATIONS:

High School Diploma required. Previous Purchasing clerk experience recommended. Proficient in Microsoft Word and Excel. Must have good communication skills and be able to multi-task. Excellent math, computer and organizational/scheduling skills required.

STAFF DEVELOPMENT:

Facilitate scheduling and coordination of professional staff development activities. Maintain the calendar of events.