

**LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.
JOB DESCRIPTION**

TITLE: PURCHASING CLERK
DEPARTMENT: FISCAL
SUPERVISED BY: FINANCE DIRECTOR
CLASSIFICATION: FULL TIME NON-EXEMPT

POSITION SUMMARY:

The Purchasing Clerk is responsible for procurement researches, inventory levels of current stock, promptly putting away all supplies, reviewing and maintaining all levels of inventory security, as well as coordinating emergency supply requests. The Purchasing Clerk works with the lead direction of the Purchasing Coordinator for all work assignments.

ESSENTIAL JOB FUNCTIONS:

- Processes requisitions, purchase orders.
- Assists the departments in proper purchasing procedures.
- Mark materials, label bins and identify warehouse stock.
- Provide information on inventory and performs data entry to maintain an up to date inventory database.
- Support continuous process improvements to Fiscal and overall LCTHC objectives
- Perform other duties and support to the Finance Department as assigned.
- Follows purchasing policies and procedures and ensures the purchasing department budgets are followed.
- Ensures that re-ordering of stock is carried out on a daily basis as required to maintain adequate stock levels of parts for production
- Follows vendor documentation program, ensuring that a tracking system is in place and maintained.
- Reviews purchase orders to ensure adherence to quality and procedures
- Receive, process and deliver supply orders to departments
- Follow through on outstanding back orders
- Assist the maintenance department when assigned

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- High School Diploma, GED equivalent.
- Driver's License preferred
- Knowledge of supply-chain management preferred
- Time management, multi-tasking and organizational skills.
- Perform complex and repetitive tasks.
- Understand and carry out oral and written instructions.
- Maintain a fast work pace and high volume work load.
- Perform data entry for extended periods of time.
- Maintain harmonious and cooperative working relationships with other LCTHC employees and the public.
- Be a strong team player and able to take initiative on projects.

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to stand and walk for long periods of time; sitting for short periods of time. Requires ability to push and pull a variety of carts and material handling equipment. Must be able to climb, stoop, kneel, bend, stretch and reach frequently. Must be able to make substantial movements of the wrists, hands, and fingers. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator, and other office equipment. Requires ability to touch and differentiate textures and temperatures. Requires normal range of hearing and eyesight to record, prepare, and communicate reports through written and verbal means. Work may be performed in an office, patient care areas, as well as, a stockroom/supply room environment. Work may be stressful at times.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC’S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date

Board Approved June 17, 2014