UNIVERSITY OF SOUTHERN CALIFORNIA
Purchasing Assistant
Job Code: 157007

Grade: G
OT Eligible: Yes
Comp Approval: 9/27/2001

JOB SUMMARY:
Provides support to Purchasing Services' buying teams. Examines requisitions and check requests to ensure paperwork complies with audit requirements. Produces bid documentation and assists in follow-up as requested.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>TASK</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>Examines requisitions prior to input into the University financial system to ensure audit requirements are met such as fund availability, signer authorization, equipment verification (allowability and availability), bid coding, certification as to sole source, and minority business.</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>Inputs requisitions into University financial system.</td>
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<td>______</td>
<td>______</td>
<td>Sets up and maintains an automated bid file of requests for quotations and requests for proposals.</td>
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<td>______</td>
<td>______</td>
<td>Handles expediting requests received from the buyers. Communicates with vendors in writing and orally to follow-up on orders. Assists buyers in soliciting and analyzing quotations for standard and non-standard procurements. Makes recommendations to the buyers regarding contracts or purchase orders.</td>
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<td>______</td>
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<td>Works with Accounts Payable to problem solve and facilitate the processing of invoices.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Reviews check requests and obtains proper back-up documentation. Maintains information on departments who abuse the check request system and offers solutions to various problems related to purchasing processes.</td>
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<tr>
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<td>Provides limited clerical and administrative support to department such as answering phones, preparing paperwork and maintaining files. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
</tr>
</tbody>
</table>

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No
☐ Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
JOB QUALIFICATIONS:
Minimum Education:
   High School or equivalent
Minimum Experience:
   1 Year
Minimum Field of Expertise:
   General office experience in a purchasing department
Preferred Education:
   Related Undergraduate Study
Preferred Experience:
   2 Years
Skills: Administrative:
   Answer telephones
   Communicate with others to gather information
   Draft routine correspondence
   Gather data
   Input data
   Maintain filing systems
   Read handwritten text
   Research information
   Verify calculations
Skills: Machine:
   Adding Machine
   Calculator
   Computer Network (University)
   Personal Computer

Supervises: Level:
   May oversee student, temporary and/or casual workers.

SIGNATURES:
Employee: ___________________________ Date: ___________________________
Supervisor: _________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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