

Purchasing Agent Job Description



Position Title: Purchasing Agent

Reports to: Clinical Purchasing and Compliance Officer

Job Status: Full-Time

FLSA Status: Non-Exempt

Positions Supervised: None

Position Summary: Responsible for transferring financial data into SAGE - CHP's purchasing / accounts payable financial/accounting software.

Essential Functions:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

- Verifying orders and/or invoices are approved by the appropriate signee.
- Entering purchase orders into Sage, and in a timely manner considering monthly deadlines or payment deadlines as applicable.
- Perform "Sage" receive functions to move approved purchase orders through the financial process within a timely manner considering monthly deadlines or payment deadlines as applicable. This enables a separate financial area convert "receivers" to a vendor invoice for payment.
- Making sure all supporting documentation of a transaction is scanned with the correct order.
- Assist Clinical Purchasing and Compliance Officer with administrative duties as necessary.
- Handle a variety of matters involving contact with various team members, managers, providers and the public.
- Perform all other duties as assigned.

Competencies:

- Knowledge of office and administrative processes, practices and procedures.
- Skill in time management, organization, prioritization and multitasking.
- Accuracy – Ability to perform work accurately and thoroughly.
- Communication – Ability to communicate effectively verbally and in writing.
- Computer Skills – Proficient ability to use a computer and network shares.
- Confidentiality – Maintain patient, team member and employer confidentiality. Comply with all HIPAA regulations.
- Customer Service Oriented – Friendly, cheerful and helpful to others. Ability to meet others needs while following office policies and procedures.
- Detail Oriented – Ability to pay attention to the minute details of a project or task.
- Flexibility – Ability to adapt easily to changing conditions and work responsibilities.
- Positivity – Display a positive attitude and is a positive agent for change.
- Teamwork – Work as part of a team and collaborate with co-workers.

- Working Under Pressure – Ability to complete assigned tasks under stressful situations.

Education and Experience:

- High school diploma or equivalent required
- Administrative and/or computer experience preferred

Certification and Licensure:

- None required

Work Environment:

- Environmentally controlled business office environment
- Fast paced environment
- Frequent interaction with a diverse population

Physical Demands:

- Frequent sitting, writing, typing, grasping and speaking
- Occasional standing, walking, reaching, bending, stooping, lifting and carrying
- Lifting, carrying, pushing and pulling up to 25 pounds
- Frequent use of computer, keyboard, copy and fax machine and phone

CHP has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the team member's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors, managers, directors or officers as deemed appropriate. This document does not represent a contract of employment, and CHP reserves the right to change this job description and/or assign tasks for the team member to perform, as CHP may deem appropriate.

Team Member Signature: _____

Date: _____

Revision Dates: 9/2008, 6/2010, 10/2012, 1/2016