

University of Houston – Clear Lake

Position Description

Job Title: **Lead Purchasing/Stockroom Clerk**

Job Code: **5737**

Pay Grade: **140**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	Minimum one year purchasing and/or shipping/receiving experience and three years material handling, warehousing, or related clerical experience.	
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Processes procurement of goods for the Facilities Management and Construction division. Maintains inventory of materials, parts and equipment to support Building Maintenance, Custodial Services, Grounds Maintenance, and Systems Operations. Implements and maintains automated inventory and purchasing system. Supervise Material Expeditor.

Duties and responsibilities	% Time
Processes purchases for materials, parts and equipment. Verifies prices; prepares purchase requests, and coordinates requests with purchasing department. Enters purchase requests and receiving reports into spreadsheet, and files completed purchase requests.	40
Maintains vendor list. Receives vendors. Participates in selection of vendors, adheres to HUB vendor selection process documenting good faith effort to meet mandated goals and updates/maintains automated vendor list.	15
Expedites purchase orders. Receives goods, stocks inventory, notifies appropriate personnel of receipt and coordinates return of damaged goods and receipt of goods not delivered with vendor.	15
Inventories stock room and implements automated inventory system. Keeps stockroom neat and orderly.	15
Supervises material expeditor. Other duties as assigned.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.