



ROC 247563 K-11

Purchasing/Inventory/Warehouse/Delivery (Tempe)

Non-Exempt

#### Job Description

- Evaluate suppliers based on price, quality, and delivery speed.
- Negotiate contracts on behalf of their organization
- Work out agreements with suppliers, such as when products will be delivered
- Meet with staff and vendors to discuss defective or unacceptable goods or services and determine corrective action
- Maintain and review records of items bought, costs, deliveries, product performance, and inventories
- Evaluating suppliers is one of the most critical functions
- Must make certain that the supplier can deliver the desired goods or services on time, in the correct quantities, and without sacrificing quality.
- Verify and maintain records on incoming and outgoing shipments.
- Prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transportation of products.
- Receive, store and issue equipment, materials, merchandise or tools and compile stock in a stockroom or storeroom.
- Work involves a combination of the following: checking incoming orders, storing supplies, applying identification to articles, issuing supplies, taking periodic inventory or keeping perpetual inventory, preparing necessary reports, requesting or ordering supplies when needed.
- Making sure company vehicles are stocked and maintained
- Self motivated
- Warehouse experience
- Able to be fork lift certified
- Experience picking and shipping orders in a timely and accurate manner
- Must have a clean driving record
- Deliver orders in a timely manner
- Receive merchandise from distributors
- Keep track of inventory on hand
- Must be able to lift 75lbs
- Must have at least 3 year's experience
- Any other functions needed by the company

#### Work Schedule

7am – 3pm

Monday - Friday

May include weekends.