

LACEY TOWNSHIP SCHOOL DISTRICT

Purchasing Coordinator

JOB TITLE: Purchasing Coordinator

REPORTS TO: Business Administrator

JOB GOAL: Responsible for all procedures involved with the issuing of purchase orders.

QUALIFICATIONS:

1. High School diploma or equivalent certificate
2. Minimum experience as determined by the board
3. Proficiency in data processing and use of automated office equipment office equipment and software packages
4. Good interpersonal and communication skills
5. Required criminal history check and proof of U.S. citizenship or resident alien status

RESPONSIBILITIES:

1. Review and print all purchase orders.
2. Communicate with vendors and schools to clarify needs as required for purchasing.
3. Assist in the bidding process.
4. Maintains the fixed asset inventory.
5. Maintains vendor file including all required vendor documents.
6. Maintains confidentiality of sensitive correspondence, records and information.
7. Performs other related duties as assigned by the Business Administrator. Serves as backup to other staff as necessary.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the Board of Education

EVALUATION: Performance of this job will be evaluated in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Lacey Township Board of Education

Revised

Date Approved: July 20, 2015

LEGAL REFERENCES: