

# Purchasing/Receiving Assistant Supervisor

**Job Description:** The Purchasing/Receiving Asst Supervisor is responsible for assisting in computing costs and calculating rates for goods & services. Will perform purchasing, posting data and filing of relevant records in accordance with established methods and procedures for the Accounting Department. They will be responsible for Inventory Control, Counts and Cycles.

## **Additional Job Duties:**

- ◆ Prepare itemized statements, bills or invoices; and record amounts due for items
- ◆ Purchased or services rendered.
- ◆ Locate vendors of materials, equipment or supplies, and interview them to determine product availability and terms of sales
- ◆ Verify accuracy of billing data and revise any errors.
- ◆ Inventory and order materials, supplies and services.
- ◆ Maintain records of goods ordered and received
- ◆ Type billing documents, shipping labels, filling out forms and reports using typewriters or computers
- ◆ Communicates with vendors in order to obtain product information and availability or relay account information Conveys information back to internal users. Places calls to follow up orders.
- ◆ Prepare and process requisitions and purchase orders for supplies and equipment and posts to inventory system and completes all record keeping associated with transactions.
- ◆ Maintains records of invoices and support documents for items or services purchased.
- ◆ Maintains back order log.
- ◆ Expedites delivery of goods to users.
- ◆ When directed, obtain quotes, bids, and prices from vendors to ensure that the
- ◆ Company is monitoring costs and purchasing in a cost-effective manner.
- ◆ Must be able to follow instructions, respond to direction and keep commitments.
- ◆ Review purchase order claims and contracts for conformance to company policy
- ◆ Will perform any additional duties as required by management.

## **Skills & Abilities**

**Mathematics** – Using mathematics to solve problems

**Active Listening** – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times

**Critical Thinking** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

**Judgment and Decision Making** – Considering the relative costs and benefits of potential actions to choose the most appropriate one

**Active Learning** – Understanding the implications of new information for both current and future problem-solving and decision-making

**Reading Comprehension** – Understanding written sentences and paragraphs in work related documents

**Management of Material Resources** – Obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do certain work.

**Time Management** – Managing one's own time and the time of others

**Oral Comprehension** – The ability to listen to and understand information and ideas presented through spoken words and sentences

**Oral Expression** – The ability to communicate information and ideas in speaking so others will understand

**Speech Clarity** – The ability to speak clearly so others can understand you

**Speech Recognition** – The ability to identify and understand the speech of another person

**Written Expression** – The ability to read and understand information and ideas presented in writing

**Negotiation** – Bringing others together and trying to reconcile differences

**Deductive Reasoning** – The ability to apply general rules to specific problems to produce answers that sense

**Near Vision** – the ability to see details at close range (within a few feet of the observer)

### **Work Activities and Styles**

**Communicating with Supervisors, Peers or Subordinates** – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, email or in person

**Making Decisions and Solving Problems** – Analyzing information and evaluating results to choose the best solution and solve problems

**Organizing, Planning and Prioritizing Work** – Developing specific goals and plans to prioritize, organize, and accomplish your work

**Getting Information** – Observing, receiving, and otherwise obtaining information from all relevant sources

**Judging the Qualities of Things, Services or People** – Assessing the value, importance, or quality of things or people

**Interacting with Computers** – Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information

**Performing Administrative Activities** – Performing day-to-day administrative tasks such as maintaining information files and processing paperwork

**Developing and Building Teams** – Encouraging and building mutual trust, respect, and cooperation among team members

**Establishing and Maintaining Interpersonal Relationships** – Developing constructive and cooperative working relationships with others and maintaining them over time

**Documenting/Recording Information** – Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form

**Integrity** – Job requires being honest and ethical

**Achievement/Effort** – Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks

**Dependability** – Job requires being reliable, responsible, and dependable, and fulfilling obligations

**Stress Tolerance** – Job requires accepting criticism and dealing calmly and effectively with high stress

**Attention to Detail** – Job requires being careful about detail and thorough in completing work tasks

**Persistence** – Job requires persistence in the face of obstacles

**Initiative** – Job requires a willingness to take on responsibilities and challenges

**Leadership** – Job requires a willingness to lead, take charge, and offer opinions and direction

**Adaptability/Flexibility** – Job requires being open to change (positive or negative) and to considerable variety in the workplace

**Cooperation** – Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude

### **Knowledge**

**English Language** – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar

**Mathematics** – Knowledge of arithmetic, algebra, geometry, calculus, statistics and their applications

**Computers and Electronics** – Knowledge of electronic equipment, computer hardware and software, including applications and programming

**Customer and Personal Service** – Knowledge of principles and processes for providing customer service and personal services. The includes customer needs assessments, meeting quality standards for

services, and evaluation of customer satisfaction

**Qualifications:** This individual must be able to complete work in an organized and logical manner. They must demonstrate the ability to handle multiple tasks simultaneously; ability to deal with frequent changes, delays and unexpected events. Must have knowledge of mathematics, economic and accounting principles and practices. High school diploma or GED preferred. Two years secretarial/clerk experience, preferably in purchasing area. They must also possess proficiency in software and other equipment used in accounting department

**Physical, Mental and Environmental Demands:**

This individual must have manual dexterity to operate computer, calculator, copy machine, fax machine, various printers and other necessary office equipment. They must be able to lift 50 pounds. Must have sense of urgency and keep up with fast paced business practices. They must be able to work in office and casino operations containing second hand smoke, high noise level and bright lights.

Creek Nation Casino uses Native American preference in its hiring practices. They must be able to obtain Oklahoma Gaming License.

The casino reserves the right to make changes to this job description as necessary.