

Los Angeles Mission, Inc.
Job Description

Job Title: Purchasing Agent
Department: Accounting
Reports To: Controller
FLSA Status: Regular, Full Time, Non-Exempt
Grade: 9
Prepared By: Flor Hotchkiss, Interim CFO/REV Scott Johnson
Prepared Date: November 30, 2020/ REV 12/14/2020

SUMMARY:

Demonstrate Christ-like behavior and attitude in all job duties and responsibilities. The position will report to the Controller. In this position, you will play a key role in the organization's Purchasing functions and assist in organizing and awarding supplier contracts to ensure efficient operation of the Los Angeles Mission, Inc. Maintain positive relationships with suppliers, coordinate with departments regarding supply needs and oversee daily purchasing activities.

ESSENTIAL DUTIES AND REPONSIBILITIES include the following. Other duties may be assigned.

- Responsible for the procurement of products and goods by identifying potential supplier sources, screening them, and negotiating favorable payment terms
- Handle contract negotiations with vendors and suppliers
- Analyze existing purchasing processes for performance
- Implement improvements to existing purchasing processes and delivery systems
- Act as a point of contact between the organization and the vendors/suppliers
- Identify ideal suppliers based on quality, cost and reliability
- Maintain database for approved vendors
- Monitor open purchase orders to ensure delivery schedules are met
- Verifies specifications of purchase requests
- Searches inventory and Gift in Kind records to determine if material on hand is in sufficient quantity
- Consult catalogs, internet and interviews suppliers obtain the lowest prices that meet the required specifications and quality of all goods and materials to ensure the most competitive advantage.
- Process purchase requisitions received from departments
- Prepares purchase orders using the organization's financial software and sends copies to supplier and department originating request
- Compiles records of items purchased or transferred between departments
- Maintains files and records of materials, prices, inventory, and deliveries
- Works with receiving clerk to verify incoming materials and gather bills of lading

- Inform vendors of our purchasing requirements and ensure all tasks are fulfilled.
- Responsible for all warranties and warranty purchases.
- Perform special projects as assigned by Management

➤ **Annual Responsibilities:**

- Work with external auditors during their field work
- Assist in preparation of year-end warehouse inventory schedule including physical inventory count

➤ **Other Duties and responsibility:**

- Perform financial analysis, research, and reporting as requested by Management.
- Perform special projects as assigned by Management.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Candidate must possess strong interpersonal and communication skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge of negotiation techniques in the industry
- Exceptional interpersonal and social skills to build a good rapport
- Positive and professional demeanor
- Excellent verbal and written communication skills
- Prior experience working in the purchasing department in the same industry is a plus

EDUCATION and/or EXPERIENCE:

- Bachelor's degree (B.S. or BA) in Business or related field with at least 2 years of experience working in purchasing department or in a related field
- Or, Associate Degree with at least 3 years of experience working in a purchasing department or in a related field
- Strong understanding of procurement and negotiation techniques

TECHNOLOGY SKILLS:

Computer literacy is required. Ability to use Microsoft office software. Ability to navigate through internet programs such as financial software, web clocking and on-line donation forms. Should have the ability to apply basic software application skills for various computer applications like Paychex Flex and MS Outlook Web Access with ease. Other business software may be deployed related to job functions.

LOS ANGELES MISSION EVENTS: All Mission employees are required to work the four (4) yearly Mission street events; Good Friday, Summer Block Party, Thanksgiving and Christmas, if/as scheduled. Accommodations will be made if necessary. Exceptions must be approved by a member of the ELT and Special Assistant to the President.

LANGUAGE SKILLS:

Must have the ability to communicate (verbal and written) effectively at all levels. Must have excellent analytical resolution skills. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, such as discounts, interest, commissions, proportions, percentages. Ability to work with mathematical concepts, such as probability and statistical inference. Ability to apply concepts, such as reactions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Duties require broad conceptual judgment, initiative, and ability to deal with issues. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in mathematical, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit, talk and listen. The employee is occasionally required to stand, walk, reach with hands, stoop, and kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LOS ANGELES MISSION IS AN EQUAL OPPORTUNITY EMPLOYER: and values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status, except as allowed by federal statute under Title VII of the Federal Civil Rights Act.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Employee Name (please print)

Date

Approval

Date