

POSITION TITLE: Purchasing/Inventory Control - Spokane STATUS: Full-time/Nonexempt  
 DEPARTMENT: Sales  
 REPORTS TO: Branch Manager

**GENERAL SUMMARY:**

To maintain appropriate inventory levels and quantities for excellent customer service.

**ESSENTIAL JOB FUNCTIONS:**

1. Purchase from vendors to fill order and keep inventory supply at agreed upon levels. (40%)
2. Count inventory items daily through cycle counting procedures. (20%)
3. Find new items, develop and train staff on inventory. (20%)
4. Review inventory items and levels and maintain return and dead stock arrangements. (15%)
5. Performs other related duties as assigned by management. (5%)

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to count accurately and enter counts into personal computer.
2. Extensive knowledge of construction products and services with on-going training.
3. Ability to work productively without supervision.
4. Ability to communicate with customers, co-workers, and business contacts in a courteous and professional manner.

**EDUCATION AND EXPERIENCE:**

High school graduate or equivalent, plus at least one year general office experience. Additional training or education helpful.

**PHYSICAL REQUIREMENTS:**

	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read printed material.				X
Hearing: Must be able to hear well enough to communicate with customer & co-workers			X	
Standing/Walking/Mobility: Must be able to move between departments and yard.			X	
Climbing/Stooping/Kneeling		X		
Lifting/Pulling/Pushing:			X	
Fingering/Grasping/Feeling: Must be able to write, type and use phone and computer system.		X		

**PHYSICAL DIMENSIONS:**

Medium Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force regularly to move objects.

**EMPLOYER'S RIGHTS**

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based on your performance of the tasks listed in this job description.

The employer has the right to review this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

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Employee Signature Date

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Supervisor Signature Date