

Assistant Purchase Clerk job duties include but are not limited to the following:

Issue Purchase Orders

Comparing quotes, state contract pricing, bids, electronic bids

Maintain Purchasing Records for 3 years

Review and verify travel reimbursement, Credit Card Statements and Receipts

Prepare Emergency Purchases and Sole-Source Purchases available for audit review

Prepare Capital Outlay Expenditures for Board of Supervisors' Agenda

Prepare Purchase Orders for Accounts Payable

Process Change Orders

Prepare and Process Annual term Bids

Review open Purchase Orders for updates

Communicate with Department Heads for open and past due Purchase Orders

Answering phones

Filing

Any other duties assigned by the County Administrator or Board of Supervisors

40 hours per week (Monday – Friday 8:00 am to 5:00 pm) plus benefits

Preferred experience in Purchasing but will train.

Applicants must submit a cover letter and resume by mail to the Forrest County Purchase Clerk at Post Office Box 1310, Hattiesburg, MS 39403, in person to 641 Main Street, Hattiesburg, MS 39401 or via email at application@co.forrest.ms.us