

**Texas Wesleyan University
Job Description**

Name:
Job Title: Secretary
Department: Purchasing
Reports To: Purchasing Director (Debbie Cavitt)
FLSA Status: Non-Exempt
Prepared By: Human Resources
Prepared Date: May 2008

SUMMARY

Assist the purchasing director in all aspects of the purchasing operation, while providing clerical and receptionist support for the Purchasing Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Assist Purchasing Director with procurement process, including but not limited to the following duties: contacting vendors, obtaining pricing, processing purchase orders, placing orders, assisting with the administration of the purchasing card program, conducting initiator and purchasing cardholder training, maintaining catalog inventory, and following-up on the status of orders, as required, to ensure timely requisition of supplies.

Serve as receptionist for Purchasing including: greeting visitors, providing information and referrals, answering telephones, taking messages, routing calls and monitoring reading material in the receptionist area.

Provide clerical support for Purchasing including: processing incoming/outgoing mail - including e-mail and faxes; composing and typing routine correspondence; making copies of correspondence or other printed materials; maintaining office files; and, initiating requisitions for Purchasing and, as required, other departments.

Provide telephone and receptionist support for the switchboard, as necessary.

Other duties as assigned by the Purchasing Director.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); some college credit preferred.
Two (2) years of related experience and/or training.

KNOWLEDGE, SKILLS & ABILITIES

Ability to type 40 wpm.
Knowledge of standard office practices and procedures, including standard filing procedures.
Proficiency with an integrated administrative system and current software programs.
Proficient use of multi-line phone system and standard office equipment.
Ability to be knowledgeable of and the ability to provide general instruction to various end-users in how to navigate the various Datatel modules in Colleague & Benefactor.
Ability to follow University and Purchasing office procedures and policies.
Ability to maintain confidentiality.
Ability to work independently with minimum supervision.

Ability to maintain a professional appearance and office atmosphere.
Ability to work effectively with a wide range of constituencies in a diverse community.
Strong organizational skills and detail orientation, with the ability to handle multiple tasks.
Ability to be discrete in handling confidential and sensitive matters and documents.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. 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, area, circumference, and volume.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee frequently is required to stand and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

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. The noise level in the work environment is usually quiet.

Signatures:

Employee/Date

Supervisor/Date