



## NOTICE OF JOB OPENING

### *Anchorage Purchasing Assistant*

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**OPENS:** 1-16-12

**JOB STATUS:** Full-Time

**CLOSES:** When Filled

**STARTING SALARY:** DOE

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### **JOB DESCRIPTION**

The Purchasing Assistant will provide support to the Purchasing Department by performing a variety of activities relating to the agency through the procurement of goods and services, quality assurance, and general office duties. Duties will include preparing monthly reports, issuing and processing purchase orders, inventory control and monitoring the agency's vehicle fleet, in addition to completing projects as assigned by the Director of Physical Operations. The Purchasing Assistant may work directly with individuals supported by the agency. Duties will be performed with a high degree of accuracy, dependability, and professional judgment. The Purchasing Assistant maintains loyalty to the organization, its mission, vision, beliefs, values and expectations and to the recipients of services.

### **REQUIREMENTS**

**EDUCATION:** Associates Degree business and one (1) year of relevant job experience OR three (3) years of relevant job experience.

**EXPERIENCE:** One year of experience in Purchasing Department, knowledge of Word 6.0 or higher, Excel, Great Plains, and Internet experience

- OTHER:**
- Have a valid driver license & at least 3 years of driving experience (can include permit time)
  - Provide driving record that meets agency guidelines
  - Pass a criminal background check under state regulations
  - Ability to lift 25 pounds

### **FOR MORE INFORMATION, CONTACT:**

Human Resources Recruiter  
Hope Community Resources, Inc.  
540 W. International Airport Rd  
Anchorage, AK 99518  
1-800-478-0078  
[jobs@hopealaska.org](mailto:jobs@hopealaska.org)