

Central Purchasing Clerk

Part Time Central Purchasing Clerk position is available in Virginia. Application for employment should be downloaded from under the careers tab at www.rangementalhealth.org and submitted by April 23, 2018 via one of the following options:

Mail: RMHC, Attn. HR, P.O. Box 1188, Virginia, MN 55792

Fax: 218-741-3080

Email: rtardy@rangementalhealth.org

Essential Functions:

1. Responsible for ordering, maintaining, and distributing central purchasing supplies for the agency
2. Carries out inventory control procedures
3. Coordinate product delivery
4. Seek out best vendor pricing and delivery based on specific budget requirements
5. Other duties and responsibilities as assigned

Minimum Qualifications:

1. Two year degree is preferred; a High School Diploma or equivalency required
2. Philosophical approach consistent with Range Mental Health Center's mission
3. Proficient with Excel and web based ordering systems
4. Valid MN Driver's license

Skill Requirements

1. Ability to organize and prioritize tasks
2. Ability to maintain confidentiality
3. Flexibility to meet demands in in a fluid and changing environment
4. Ability to use and operate accurately a keyboard for extended periods of time
5. Ability to use and operate accurately a calculator and adding machine
6. Ability to complete essential functions with an assertive yet tactful demeanor
7. Ability to handle significant daily stress
8. Ability to work independently with minimal direction and as part of a team
9. Ability to identify problems, possible solutions, and make recommendations
10. Ability to exercise sound judgment in the performance of essential functions
11. Ability to accurately process numerical and statistical information
12. Ability to communicate English in a manner that is sufficiently clear as to be easily understood both verbally and in writing
13. Ability to effectively communicate with co-workers and outside parties

Physical Requirements

1. Ability to sit and stand for long periods of time
2. Ability to climb stairs
3. Ability to operate a keyboard
4. Ability to lift 50 pounds
5. Sufficient vision to utilize a computer monitor
6. Sufficient hearing acuity to accurately record or respond to another party both in person, on the phone, and in a group setting

EOE/AA