



Job title: Purchaser
Department: Position specific to heavy trucks
Reporting to:
Date written:
Approved by:
Approval date:
Date reviewed:
Employment status:
Written by:

SUMMARY JOB DESCRIPTION

<i>Efficiently manages the stock and the purchase of parts, jointly with the parts manager, and performs related administrative tasks.</i>

The MAJOR TASKS are listed below, but the incumbent may be assigned to other duties.

- Regularly orders parts, negotiates prices with the suppliers and inquires about their specials and transportation criteria on an ongoing basis.
- Completes purchase orders, indicating the payment terms.
- Keeps the parts pricelist (purchases, catalogues of parts and products from suppliers) up-to-date.
- Compiles and reconciles the stock control reports, such as the cyclical counts, in order to have a statement of the reserve supplies and to be able to determine when stock needs replenishing.
- Reviews the files, to obtain a statement of unsold items and recommends the elimination of surplus stock.
- Prepares requests for credit for returned parts and ensures that credit is granted.
- Returns parts to the suppliers before they depreciate, subtracts them from the inventory when the credit is granted, and follows up.
- Verifies discrepancies between claims and parts returned.
- Provides the claims department with the information required for warranties on parts to be promptly recorded.
- Approves transportation costs when merchandise is received.
- Claims missing or damaged parts from the suppliers, advises the customers and follows up.
- Matches the purchase orders with the invoices and purchase prices, and explains any discrepancies.
- Files the purchase orders, invoices and other documents required.

- Participates in preparing and taking the annual parts inventory.
- Participates in the annual parts return.
- On request, purchases promotional materials for the dealership.
- Answers questions from field representatives and notifies the personnel of policies and agreements affecting the purchase of parts.
- Ensures that the area set aside for parts is clean and tidy.
- Maintains a professional appearance.
- Performs other duties, based on management requirements and instructions.

SECONDARY TASKS

- *Description of one or more secondary tasks to be added, according to your needs..*

JOB REQUIREMENTS

Language skills

Knowledge and skills

Responsibilities

Effort

Work conditions

Other requirements

Uses his/her software efficiently to obtain more details about the requirements of the job. This software has the advantage that it incorporates the sixteen job evaluation factors developed by the CCAQ to facilitate the achievement of pay equity within the business. With this software, each job evaluation criterion for the jobs related to a job can be indicated below each job description.

<p><i>N.B.: In this publication, the use of the masculine to refer to people does not imply any discrimination.</i></p>
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