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DWS Job #: 2093561
Job Title: Purchasing Clerk
Salary: $14.00 - $16.00
Location: OGDEN, UT, 84401
Description: Purchasing clerk to support business and purchasing department activities by ordering supplies and raw material for multiple jobsites. Must have a high level of attention to detail as well as the ability to monitor and maintain computerized records, vendor relationships and identify cost saving opportunities.

Purchasing clerks responsibilities will include preparing accurate and complete purchase orders for supplies, materials and raw goods, schedule incoming and outgoing shipments, follow up with vendors and jobsites for late or incomplete shipments and report damaged goods.

Must have a high school diploma and the following skills:

Clerical skills- are key, since a purchasing clerk prepare orders and reports and ensure that information is correctly entered in the company system

Mathematics - ensure that the calculations are correct when determining costs and completing purchase orders

Communication/relationship skills- must have effective verbal and written communication skills to be able to speak with and write vendors, shipping companies and internal personnel

We offer Medical, Dental and Vision insurance, paid holidays, paid vacation, life insurance and 401K

Work schedule is Monday though Friday 7-3:30

Open Date: 5/22/2019
Close Date: 5/31/2019
Openings: 1
Benefits: We offer Medical, Dental and Vision insurance, paid holidays, paid vacation, life insurance and 401K

Work schedule is Monday though Friday 7-3:30
Occupational Wage Information

Utah hourly wage information published April 2015 for Procurement Clerks:


Training: Moderate-term on-the-job training

The average wage shown here is from a yearly survey of Utah employers. While it is specific to this occupation, it is not specific to this employer or job opening.

Additional Occupational Wage Information (/jsp/utjobs/seeker/common/viewLmiData.do)