

Feather River College

Student Employment

Job Title: Purchasing Student Worker

DESCRIPTION:

Under the direction of the Purchasing Agent to plan and carry out a variety of duties related to the day-to-day operations of purchasing. This can include confidential information.

ESSENTIAL DUTIES:

Prepares and maintains various files, records, and reports related to purchasing activities. Accurate filing of documents such as paid invoices and purchase orders.

MINIMUM QUALIFICATIONS:

Basic Knowledge of:

Modern office methods, procedures and equipment, including filing and the operation of standard office equipment; basic computer operations and the use of word processing, Excel and other software; basic business arithmetic; English composition, grammar, spelling and punctuation; formats and standards for typed and word processed materials.

Skills in:

Operating standard office equipment, including computers, fax, copier, and adding machine, to ensure successful job performance. Maintaining effective working relationships with those contacted in the course of the work and understanding and carrying out oral and written instructions. Maintain attention to detail despite frequent interruptions.

DESIRABLE QUALIFICATIONS:

Previous experience in office environment is preferred.

PHYSICAL CHARACTERISTICS:

Vision sufficient to read computer screens, and handwritten and printed documents; manual dexterity to operate computer keyboards, and manipulate papers; speech and hearing to obtain and relay information; bending and reaching to obtain or replace files and records. Physical ability to load and unload, pack and unpack supplies and materials, to bend, crouch, and reach files and stock items; and to lift and carry up to 35 pounds.

WORK SCHEDULE:

Able to work several hours per week.

TO APPLY:

Submit a completed Application for Student Employment and Class Schedule to the Advising/Counseling Center.