Position Description:

Renaissance Behavioral Health Systems, a comprehensive nonprofit mental health and social services provider and Joint Commission accredited organization, is currently seeking a **Purchasing Clerk** to work at one of our Jacksonville locations.

The Purchasing Clerk assists with physical inventory including checking and verifying incoming inventory, stocking, and issuing materials and supplies. Assists in maintaining all purchasing and distribution records as well as inventory records. Assists with reproducing, maintaining, and distributing inventory of in-house forms.

Duties include but are not limited to:

- Activities involved in procuring goods and services.
- Reviews requisitions and advises managers when an item or quantity is questionable.
- Maintains procurement records such as items or services purchased, cost of items, and delivery.
- Corresponds with Director of Purchasing and Food Services and Accounts Payable on billing and invoices for items received.
- Assists with the process of physical inventory and filling purchasing requests.
- Responsible for receipt of vendor shipment and the physical placement of items into stock or distribution to the appropriate company/ departments.
- Receives and fills orders from employees for company uniforms. Monitors inventory and orders additional items as needed.
- Responsible for the production of all in house flat forms using a Risograph print machine or copy machine.

Position Requirements:

In order to be considered, candidates must have a High School diploma or equivalent **and** two years of experience working directly with customers and providing customer service required.

Inventory, supply, or purchasing experience preferred.

Must be able to interact appropriately with internal and external customers, including vendors, supervisory staff and other department professionals.

Position Details:

Part Time Shift: Monday through Friday, 8:00am – 12:00pm

This part time position offers a partial benefits package.