



Orange County Head Start, Inc. Purchasing Technician II Job Description Summary

MAKE AN IMPACT. CHANGE LIVES. END POVERTY.

Company Overview

We believe every child deserves an opportunity to succeed. Orange County Head Start, Inc. is a non-profit organization laser focused on breaking down walls of educational and other injustices that exist for children and families in poverty in contrast to their peers. We break down these walls by providing windows of opportunity using the Head Start and Early Head Start models. In order to meet the objectives of our mission, we are looking for what matters most - people - who share our purpose and mission to help children and families who are at a disadvantage. Being on our team at Orange County Head Start, Inc. means you are passionate about your career and helping your community. You can make a difference every day in a child's life here. Do you have the right purpose to make an impact on a child's life and help them unleash their full potential while unleashing your own? The job Description indicates the major duties required, but does not include all the duties and qualifications required. OCHS is an equal opportunity employer.

Key Responsibilities:

Research and perform cost and value analysis of quotes, bids, etc. Process purchase requisitions and POs, vendor invoices, sales tax, verify pricing & terms meet conditions of agreement. File and maintain department records, such as: bids, COI, POs, packing lists, delivery receipts, etc. Order tracking; investigate problems/errors; expedite delayed/ misplaced shipments; resolve complaints. Investigate and respond to staff regarding PO questions, purchasing procedures, and documents. Maintain core product catalog with updates and changes to product detail and pricing in APS system. Maintain and replenish administration office central supplies. Prepare travel and conference reservations. Perform similar and incidental duties as required. Be organized and complete work in accordance with deadlines. Operate computer terminal, spreadsheet, database, and word processing software; operate office equipment.

Requirements:

Two or more years of purchasing support experience, excellent mathematical and logistical problem solving ability; ability to thrive in a fast-paced deadline driven environment; high aptitude for excellent customer service; knowledge of purchasing procedures; materials, equipment, supplies and record keeping systems. Higher level math skills required. Good oral and written communication skills. Ability to work well with others and manage orders from multiple locations/cost centers. High School Diploma or equivalent required. AA degree or higher preferred.

We offer an hourly pay of **\$25.91** per hour with excellent benefits and the opportunity to serve young children and their families in Orange County.

Final filing date: Until Filled
Apply now to join our team!

Submit an application, resume and transcripts to:

Orange County Head Start Inc.
2501 S. Pullman Street, Suite 100
Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at www.ochsinc.org or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291

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