



**JOB** OPENING  
BUSINESS DIVISION  
**PURCHASING ASSISTANT**

SEPTEMBER 22, 2021 - POSITION: FULL TIME  
Starting salary range: \$42,000 - \$52,000 annually based on  
qualifications & experience.

**OUR MISSION**

We contribute to a healthy and vibrant Peoria community by responsibly using our District resources to offer high quality parks and recreation experiences to those who live, work and play in our District.



# OVERVIEW

Under the direction of the Purchasing Supervisor, the Purchasing Assistant is responsible for a number of specific tasks as outlined below.

## RESPONSIBILITIES

- Performs data entry as required to process purchase orders, reports, etc.
- Answers the telephone and distributes purchase order numbers.
- Maintains all records associated with Prevailing Wage, W-9's, and current Certificates of Insurance. This includes communicating with current and prospective vendors to obtain proper documents required to be an approved service provider.
- Matches certified payroll transcripts with invoices. Communicates with vendors when information provided is incorrect or missing.
- Prepares/processes invoices for payment, including matching with open purchase orders or other existing documents.
- Communicates with staff to resolve missing receipts.
- Communicates with vendors to rectify delivery and/or billing issues.
- Sorts and distributes mail.
- Pickup and delivery of mail and supplies throughout the District per schedule, once per week.

## SUCCESSFUL CANDIDATES WILL HAVE

- High school diploma. An Associates Degree in Business Administration, Accounting, or similar coursework is preferred. Although a degree is preferred, extensive experience in a like position with similar duties and responsibilities may be substituted for all or part of the educational requirement.
- Requires five years of experience in materials management.
- Requires the ability to work harmoniously with the general public and Park District Personnel in an enthusiastic and cooperative manner. Ability to follow oral and written instructions.
- Ability to communicate effectively with the public and other employees by oral and written media.
- Proficiency in Microsoft Office products with strong data entry skills.
- General knowledge of basic business practices and ability to perform basic business math computations.
- Ability to understand the terms of vendor contracts in order to identify and solve service and/or billing issues.
- Ability to deal effectively with vendors on orders, disputes and product recommendations.
- Ability to operate a forklift and pallet jack. Must be able to maintain forklift certification, a valid State of Illinois driver's license and a safe driving record.
- Ability to perform/maintain general filing and cataloging of state contracts, records, and files.
- Must demonstrate reliability, initiative, tact and resourcefulness.
- Position is represented by AFSCME Council 31, Local 3774.

## BENEFITS AND PERKS

- Paid sick days, vacation days and holidays.
- Longevity bonus program and wellness program.
- Pension and retirement programs and Social Security participating.
- Exceptional health plan.
- Paid Life Insurance.
- Disability Insurance.
- Full-time employees and dependents enjoy discounted recreation classes and free admission to select Park District facilities.

## HOW TO APPLY

- View *Employment Opportunities* and complete an online application in the “Join Our Team” section at [www.peoriaparks.org](http://www.peoriaparks.org).
- Applicants may submit a resume, but to be fully considered for this position an online application must be completed.
- While we appreciate all submissions, due to high volume, only those applicants who are selected for interview will be contacted.
- Applications will be reviewed until position is filled.

The Peoria Park District hires without regard to race, color, religion, sex, age, national origin, citizenship status, ancestry, sexual orientation, marital status, disability, pregnancy, military status or unfavorable discharge from military service, protected veteran status or on the basis of any characteristic protected by law. All qualified individuals are encouraged to apply.

AN EQUAL OPPORTUNITY EMPLOYER.



## HUMAN RESOURCES

1125 W. Lake Avenue, Peoria, IL 61614 | 309-681-2821

Peoria**Parks**.org