

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Purchasing Clerk

CODE NO.: 34122

GRADE: 007

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Perform clerical duties of a specialized nature pertaining to the purchase of equipment, materials, and supplies.

ASSIGNED DUTIES:

1. Check and verify invoices by comparison with purchase orders, acknowledgments, and vendor price lists.
2. Maintain general catalog and pricing files.
3. Assist in placing releases to suppliers against blanket purchase orders and record such releases.
4. Initiate the negotiations of minor pricing and term discrepancies with the vendor. Determine and refer major pricing and terms discrepancies to appropriate personnel.
5. Perform various functions by using the applicable purchasing system.
6. Establish and maintain personal computer program procedures necessary to automate various purchasing records-keeping functions.
7. Maintain daily record of purchase orders and invoices.
8. Perform other related clerical duties as directed.