

Perform Air International Inc.
Section VI - Attachments
Att.54.02 - Job Description

Revision	Revision Date	Revision Change
N/I	02/08/2010	Initial Release/ Re-release
1	07/30/2012	Revised for consistency and addition of responsibility
2	02/28/2013	Revision to Duties, Responsibilities and Authority
3	03/31/2014	Revision to Duties, Responsibilities and Authority (removal of text)
4	03/31/2017	Revision to Department Manager
5	01/31/2019	Added Division Manager and revision to Department Manager and addition of Division Manager.
6	10/31/2021	Revision to Grade Level
7	12/16/2022	Revision to Division Manager
8	10/06/2023	Revision to Division Manager
9	09/26/2024	Revision to Qualifications
10	12/01/2024	Revision to Grade Level

Position Title: Purchasing Clerk

Grade Level: 43-3061-05

Exemption Status: Non-exempt

Department: Purchasing

Division Manager: Executive Vice President of Supply Chain Management

Department Manager: Purchasing Manager

Immediate Supervisor: Purchasing Manager

Duties, Responsibilities and Authority:

This position is responsible for assisting the Purchasing Department to ensure all maintenance requirements and customer contracts are met and that customer satisfaction is obtained.

The Purchasing Clerk is responsible for filing and scanning departmental documents as required. This position also has responsibility for data entry.

The Purchasing Manager may assign additional responsibilities of this position at any time.

Qualifications:

Education: High School completion or equivalent for High School internship

Experience: This is an entry level position.

Training: Training records of at least 50 hours.