



PRIMARY PURPOSE & FUNCTION

The Purchasing Coordinator/Receptionist facilitates the daily, weekly and monthly purchases for the First Colony Church of Christ and Christ's Church at Foster Creek. The Purchasing Coordinator will work under limited supervision; following standardized practices and/or methods; lead, guide, and/or coordinate others; and operate within a defined budget.

KEY RESPONSIBILITIES

- Purchasing
 - Follow the church's purchasing policy and ensure that all purchasers adhere to it.
 - Process purchase orders by verifying and clarifying specifications and price; obtaining recommendations for substitute items when needed; reporting back to purchasers with changes; obtaining necessary approvals
 - Take advantage of cost saving opportunities using various methods including price negotiation skills
 - Follow purchase orders through to bill pay, including tracking order status, reviewing delivery against order, handling over/under/damaged shipments, marking items as received in purchase order system, and approving invoice for payment
 - Negotiate and review contracts
 - Assist ministries in developing and implementing purchasing strategies for products.
 - Oversee office supply needs and order as needed
 - Coordinate and order food for Wednesday night meals
- Front Office Receptionist
 - Primary person to answer the phone for the church
 - Greets visitors and direct them to the correct location
 - Handles incoming and outgoing mail
- Various other items as assigned

KNOWLEDGE & COMPETENCY REQUIREMENTS

- Operate standard office equipment including use of pertinent software applications (Excel, EMS Calendar)
- Prepare and maintain accurate records
- Problem solve to identify issues and solutions
- Work with detailed information/data
- Use basic math knowledge including calculations using fractions, percentages, and/or ratios
- Knowledge of purchasing procedures, practices, methods, and terminology
- Communicate promptly and effectively
- Dependable, flexible and able to work under pressure
- Must be a champion of the church staff culture

281.980.7070

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Sugar Land, Texas 77479

firstcolonychurch.org

POSITION DETAILS

Payroll Status: Non-exempt
Classification: Part time
Schedule: 20-25 hrs per week

REPORTS TO

CFO

TEAM LEADER

Facilities Director

CONSULTS WITH

Facilities Team

STAFF CATEGORY

Program Staff

Interested candidates please submit your applicant package including a cover letter, resume and work samples to work@firstcolonychurch.org . Only candidates that submit a complete applicant package to the work@ email address will be considered for this position.

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First Colony Church of Christ job descriptions are not comprehensive. They provide candidates with a general idea of what the job will entail. Actual job descriptions are subject to change based on the needs of the church and staff.