



Turning Point for God is the radio and television ministry of Dr. David Jeremiah, senior pastor of Shadow Mountain Community Church. It is an international ministry with a vision to reach every language group in the world with the Gospel and the teachings of God's Word. From a modest beginning thirty-seven years ago, Turning Point is now accessible by 2.5 billion people worldwide every day through radio, television, and the Internet.

The following reflects management's definition of essential functions for this position, although this list is not all-inclusive to what tasks may be assigned. Turning Point reserves the right to modify job duties or job descriptions at any time.

Position Summary:

The Assistant Purchasing Agent reports directly to the Purchasing Manager. This position will provide technical support to the purchasing process and assigned department staff with specific responsibility for processing bid and purchasing documents and materials and responding to related inquiries; and maintaining vendor/source information and inventories.

Essential Functions:

- Purchase orders
 - Verify art and paperwork scanned and emailed to vendors and contracted outside warehouse facility
 - File and maintain open PO's
 - Monitor status/coordinate shipping/track orders
 - Prepare PO's by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department
 - Forward orders to suppliers; monitor and expedite orders
 - Verify receipt of materials; resolve shipment variances with suppliers
 - Provide purchasing planning and control information by collecting, analyzing, and summarizing data and trends
 - Evaluate purchase requisitions and PO's on regular basis, develop implementation strategies for programs, provide optimal level of customer service and prepare reports to identify cost cutting initiatives
 - Forward PO's to vendors, analyze, and resolve purchase issues, coordinate with accounts payable department to process invoices
 - Ensure timely delivery of products, administer vendor performance, facilitate corrective actions as required
 - Maintain records of PO's and associated documents for processes, maintain open orders and status. Provide assistance to purchasing staff, manage calls for purchasing and delivery schedule

- Inventory Supplies/BSP
 - Take inventory of shipping supplies, warehouse-packing materials, envelopes, labels, etc.
 - Office supplies: Compile companywide orders each week, research best price, create order and subsequent PO for approval

- Emails
 - Compose/respond 50-100 emails per day from vendors as well as internal requests/questions
 - Maintain product history binder
- Other
 - Update/maintain project files
 - Inventory/maintain archives of product and print

Qualifications:

- Excellent attention to detail and highly organized with the ability to multi-task
- Must be proficient in Microsoft Office Suite-specifically Excel and Word
- Excellent communication skills and the ability to interact effectively with team members, all levels of staff and vendors
- Must be able to key 50 wpm with 98% accuracy, perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions
- Some knowledge in general accounting/bookkeeping principles; office management procedures; good command of grammar and punctuation; purchasing procedures, practices, methods, and terminology
- Working knowledge of standard office equipment
- Ability to schedule activities and/or meetings; gather, collate, and/or classify data
- Ability to work with a diversity of individuals and/or teams; work with a variety of detailed data
- Good problem-solving skills
- Ability to concentrate on performing tasks, meeting deadlines and handling frequent interruptions
- Must work well under pressure and be flexible

Education:

- Associate's Degree in business and 2 years of specialized business experience involved with the purchasing process, requisitioning and/or bidding activities; or High school diploma or equivalent and a minimum of 4 years' business experience, 2 of which must have involved the purchasing process, requisitioning and/or bidding activities.

Other Requirements:

- Position is full-time, nonexempt, in Turning Point's international headquarters in Lakeside, CA.
- Wages commensurate with experience
- Extremely competitive employee health and retirement benefit programs
- Must be a like-minded believer and share our passion to deliver the unchanging Word of God to an ever-changing world

Please email your resume, cover letter and Christian testimony to jobs@davidjeremiah.org