



Name of Employee: \_\_\_\_\_

## **Arkansas Secretary of State Job Description**

Authorized Job Title: Business Assistant I  
Functional Title: Purchasing Assistant  
Department: Business Office

Position No.: 22160517  
Reports To: Purchasing Manager  
FLSA Status: Non-exempt

**Summary:** Processes payables; coordinates travel arrangements for staff members; maintains flag inventory; coordinates print bids; and prepares travel policy presentation.

**Essential Duties and Responsibilities\*\*** include the following:  
(Other duties may be assigned)

- Processes payables by coding and reviewing for proper support documentation, approvals, etc.
- Coordinates travel arrangements, conference reservations by researching rates and booking best possible for date and location.
- Ensures staff follow SOS Travel Policy when processing travel requests.
- Maintains inventory of flags; handles disposal of old flags; analyzes current and previous flag purchases providing input on new orders.
- Works with CommEd and other departments in development of new and revised print job specifications. Reviews specs and adjusts accordingly. Collects bids, reviews and analyzes, monitoring the entire bid process. Maintains print file for future reference.
- Responsible for collection and preparation of presentation of Special Project bids.
- Creates Travel Policy presentation for SIS staff.
- Maintain files of new vendors
- Assist with proofing and review of contracts
- Cross train for mail room, transparency, low value inventory, and vehicle log

**Supervisory Responsibilities:** No supervisory duties

**Qualifications:** Knowledge of and experience in computer programs such as Microsoft Word, Excel, PowerPoint and data bases; knowledge of inventory methods; internet research

**Education/Experience:** 2 year associate degree in business or office operations preferred with 2 years of experience working in an office environment. A combination of education and experience may be substituted.

**Language Skills:** Ability to comprehend instructions given in written, oral or diagram form; compile reports, spreadsheets, graphs; write presentations for review

**Mathematical/Reasoning Skills:** Ability to perform basic mathematical functions, percentages, interest, and cost analysis. Makes recommendations for processes within given guidelines and limits.

**Certificates, Licenses, Registrations:** Valid driver's license preferred.

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**Physical Demands:** Extended periods seated at computer keyboard using hands and fingers to key information; close vision required; some walking, standing, occasional kneeling and reaching.

**Work Environment:** Busy office environment with noise of phones, printers and other office machines.

\*\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.