

# PURCHASING CLERK

Empire Comfort Systems  
Belleville, IL

We are seeking a Purchasing Clerk to join the Supply Chain and Logistics Team in Belleville, IL.

## Responsibilities

- Receiving Duties
  - Receives product from packing lists against PO by adding note to PO lines.
  - Receives product from packing lists against PO into Inventory Control.
  - Pairs up packing lists with invoices and verifies pricing / quantities.
  - Notifies Supervisor of any Packing Slip/Invoice discrepancies.
  - Works with Receiving Dock and Accounting Department on any issues.
- Reject Duties
  - Removes product against PO's from reject tags.
  - Notifies vendors of rejects.
  - Request RMA's from vendor and ships product back to vendor.
  - Updates spreadsheet tracking chart with updates.
  - Requests credits from vendor and closes reject tags if applicable.
  - Receives in replacement parts and closes reject tags if applicable.
  - Works with Accounting Department and QA on any issues.

## Ready to Apply?

Send a resume to [jobs@empirecomfort.com](mailto:jobs@empirecomfort.com). Please include "Purchasing Clerk" in the email subject line.

