

# Purchasing Agent



Position Type: Volunteer

## Position Overview:

The Purchasing Agent at Calvary Chapel Fort Walton Beach plays a vital role in ensuring that the church has the necessary items and supplies for its various needs. This volunteer position is suitable for someone with strong organizational skills, an eye for detail, and the ability to efficiently manage church purchases.

## Key Responsibility:

Shopping: This role involves researching, shopping, price comparisons, and tracking of purchases, both small and large.

## Other Activities:

- Research and Shopping: Conduct research to identify the best places and prices for purchasing items and supplies needed by the church. Shop for items based on the requests from key volunteers and church leadership.
- Purchase and Payment: Use church funds to make necessary purchases and keep a record of all transactions. Ensure that items are purchased cost-effectively.
- Receipts and Bookkeeping: Collect and maintain receipts for all purchases and provide them to the church bookkeeper for accurate financial records.
- Delivery and Pickup: Decide whether to have items delivered, assign someone to pick them up, or pick up items personally. Coordinate delivery or pickup as needed.
- Returns and Exchanges: Handle the process of returning or exchanging items when necessary, ensuring a smooth and efficient resolution.
- Membership Cards: Manage and keep track of membership cards and rewards, such as those for stores like Sam's Club, to ensure that they are current and available for use.

## Qualifications:

- A committed Christian with an exemplary personal relationship with Jesus Christ.
- Ability to manage church purchases efficiently and cost-effectively.
- Attention to detail in tracking receipts, deliveries, and returns.
- Excellent communication and collaboration skills.
- Trustworthy and responsible, with access to the church bank account. Strong organizational and leadership skills.
- Assent to the Statement of Faith

## Time Commitment:

- 1st half of the year, or 2nd half of the year.

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- At least 30 minutes a week of research and communication.
- 1 hour a week of picking up supplies.

Benefits:

- Opportunity to serve and make a meaningful impact in the church community.
- Personal and spiritual growth as a Christian.
- Personal and organizational growth in purchasing and financial management
- Fellowship and support from a dedicated team of worship volunteers.
- The chance to be part of leadership at Calvary.

If you are interested in serving as a Purchasing Agent at Calvary Chapel Fort Walton Beach and are excited about the opportunity to volunteer in this unique role, we encourage you to discuss it with Pastor Curt Obrigewitch.