

## Purchasing Agent

The Cocke County Finance Department is seeking a qualified individual to serve as Purchasing Agent reporting directly to the Finance Director.

Duties include but are not limited to:

- Reviewing departmental requisitions and determining appropriate method of procurement
- Solicit quotes for individual items
- Solicit bids, RFPs & RFQs for purchases when necessary

Applicant should have strong organizational and decision-making skills. Three years' experience in accounting or purchasing preferred (governmental purchasing experience preferred). High school diploma or GED required.

Applications are available at the Cocke County Finance Office, 360 E. Main Street, Courthouse Annex, Suite 142, and Newport, TN 37821 or by emailing Heather McGaha at [hmcgaha@cockecountytn.gov](mailto:hmcgaha@cockecountytn.gov). Please mail or drop off application, resume', and cover letter to the above address by April 15, 2022.