GILES COUNTY FINANCE DEPARTMENT HAS AN IMMEDIATE OPENING FOR PURCHASING AGENT

POSITION REQUIRES 3 YEARS OF PURCHASING EXPERIENCE

SALARY: $35K-$40K

HEALTH, DENTAL AND VISION INSURANCE AVAILABLE AFTER 30 DAYS OF EMPLOYMENT

TCRS RETIREMENT

PAID HOLIDAYS, PAID SICK TIME AND PAID VACATION

Nature of Work

The position of Purchasing Agent works under the supervision of the Finance Director. Duties may include:

- Initiates departmental purchase orders and verifies availability of budgeted funds
- Obtains competitive bids and price quotes for potential purchases
- Reviews purchasing cooperatives
- Manages online vendor accounts
- Follows up on status of open purchase orders
- Works well with department heads
- Other purchasing duties as assigned

Job requirements

- High school diploma required. Three years purchasing experience
- Complete or comprehensive understanding of accounting practices and procedures
- Ability to act responsibly and ethically when working with sensitive county and employee financial information
- Willingness and ability to comply with Financial Management Policies and Procedures
- Computer literacy for keying information into various computers and software programs
- Proficient in Microsoft Excel, Word and PowerPoint
- Excellent organization skills
- Attentive to detail
- Professional and courteous when working with the public, county officials and other county employees
- Solid communication skills, with proficiency in speaking and writing
- Time management skills
- Good working knowledge of office equipment

PLEASE FORWARD YOUR RESUME TO lpate@gilescountytn.gov