

GRAYSON COUNTY JOB POSTING

Equal Opportunity Employer

	Date Posted: April 11, 2019
Position:	Purchasing Agent Buyer
Department:	Purchasing Department
Job Number:	H9041102
Duties:	<p>Performs specialist and administrative duties in connection with procuring materials, supplies and services for the County. Reviews requisitions, prepares purchase orders, bid specifications and requests for proposals. Exercises considerable independent judgement and initiative in reviewing and evaluating departmental requests, specifications and vendor relations.</p> <p><u>Essential Duties & Responsibilities:</u></p> <ul style="list-style-type: none"> • Reviews requisitions for products and/or services received from County departments. • Consults with department personnel on specific needs. • Solicits competitive pricing from selected vendors. • Recommends changes or substitutions as required to facilitate cost reduction, improved quality and to expedite delivery. • Solicits and analyzes quotes for new, nonstandard and specialized items. • Prepares purchase orders and/or requests for proposals. • Works with vendor representatives to include: inquiries into delayed shipments, correction of discrepancies/problems with orders, material replacement, order cancellations and receipt of proper credit. • Administers contracts to ensure applicability and required renewals are accomplished in a timely manner to avoid lapses. • Ensures timely and accurate updating of purchasing related computer based management subsystems. • Performs material handling to include: lifting objects weighing up to 35 pounds and placement of objects up to 6 feet in height. • Performs physical procurement of material as required by personally traveling to area vendors. • Administers contracts as appropriate, and handles adjustments with suppliers. • Attends to purchasing duties as a team member in cases of activation of the Emergency Operations Center.
Qualifications & Requirements:	Five years of Purchasing or related experience. High school graduate or Associates Degree in Business or related field. Experience working with MS Office products. Must possess a valid driver's license. Must pass a background check and pre-employment drug screen.
Benefits	Excellent employer paid health insurance, vacation, sick leave, retirement plan and paid holidays. Many options for employee paid voluntary products.