

Job Title	PURCHASING TECHNICIAN
Department	ADMINISTRATIVE SERVICES
Reports To	DIRECTOR, BUSINESS

EMPLOYMENT TERMS:

Full-Time

QUALIFICATIONS:

Education	An Associate degree in Accounting or a closely related field from a regionally accredited institution.
Experience	Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position in centralized purchasing for one to two years is preferred. <ul style="list-style-type: none"> • Must satisfactorily complete State of Georgia Purchasing Certification within 6 months of hire.
Desirable Skills	Must demonstrate effective communication skills.

PRIMARY DUTIES:

<p>Purchasing</p> <ul style="list-style-type: none"> • Receives and reviews purchase requisitions from departments. • Prepares bid solicitations to vendors. • Creates and revises purchase orders. • Facilitates new vendor setup with the State Accounting Office (SAO). • Processes purchase requests; creates purchase orders. <p>Administrative Support</p> <ul style="list-style-type: none"> • Creates purchasing reports. • Attends training and implements processes as directed. • Efficiently creates electronic documents as required. • Performs other related duties as assigned. <p>Communication</p> <ul style="list-style-type: none"> • Provides information and assistance to callers. • Answers questions related to purchasing requirements and purchase orders

APPLICATION DEADLINE: Until filled

Applications are submitted on-line only at www.augustatech.edu .
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TRANSCRIPT REQUIREMENTS

Applications for this position are reviewed upon receiving all official transcripts. Official transcripts must be mailed directly from the educational institution to the Human Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to srouse@augustatech.edu.
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PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required. <i>(Will be conducted through Augusta Technical College)</i>

CONTACT

Shirley Rouse, Pre Employment Manager at (706) 771-4026 or srouse@augustatech.edu

SALARY

Salaried
