



POSITION ANNOUNCEMENT

Purchasing Technician

CAMPUS: Campus wide

STATUS: Full-time Non-Exempt

DUTIES: Under general supervision, the purchasing technician receives and reviews purchase requisitions, creates purchase orders, and ensures the invoices for goods/services are processed and paid. The purchasing technician receives and reviews purchase requisitions from departments; prepares bid solicitation to vendors; creates and revises purchase orders; facilitates new vendor setup with the State Accounting Office; initiates receiving and asset management additions; creates purchasing reports; and other duties as assigned.

MINIMUM QUALIFICATIONS: High School graduate or equivalent *and* three years of work experience in bookkeeping or accounting clerical work. Preference will be given to applicants who possess a business or accounting technical certificate, diploma or degree from an accredited technical institution.

COMPETENCIES: Knowledge of purchasing practices, forms, and procedures; knowledge of college requisition approval process, SAO policies and procedures, receiving, and asset management procedures; knowledge of state purchasing, invoicing, inventories, audit and contract procedures; knowledge of statewide contracts, budgets and accounts, NIGP codes, and college departments; oral and written communication skills; skill in math computations; skill in the operation of computers and job related software programs; skill in interpersonal relations and in dealing with the public.

SALARY/BENEFITS: \$35,000-\$38,000 range. Benefits include state holidays, annual, personal, and sick leave, State of Georgia Flexible Benefits and State Health Benefit Plan.

****Employment is contingent based upon successful completion of appropriate background checks.**

APPLICATION INSTRUCTIONS:

The position is available until filled. Applicants must complete the job application process through the Oconee Fall Line Technical College Online Job Center at www.OFTC.edu located under Employment Opportunities. As a part of the application process, interested candidates will also be required to upload certain other documents such as a resume, unofficial transcripts, and proof of license as stated on the job ad. Incomplete submissions will not be considered. **Note:** *Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.*

Equal Opportunity Institution -

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Oconee Fall Line Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

EEOC Coordinator – Rosemary Selby, 478.553.2055

Title IX Coordinator – Jennifer Todd, 478/553-2098

ADA/Section 504 Coordinator – Saketta Brown, 478.274.7643