

## Assistant Purchasing Agent

The Passaic County Purchasing Department is seeking a Qualified Purchasing Professional. The ideal candidate will have experience preparing technical specifications for public solicitations and reviewing purchase orders for NJ Local Public Contract Law compliance.

This is not an entry level position. The agent will assist the Purchasing Director by performing supervisory and highly complex tasks. Develops purchasing methods, procedures, and records in accordance with prescribed laws, rules, regulations, standards, policies, and procedures. Proficiency with MS Word & Excel along with excellent written and oral skills required. Daily interaction with the public and handling customer service requests, draft, analyze and prepare bid proposals, analyze, and interpret purchase regulations. Experience working in local government and utilization of Edmunds System a plus.

Supervises staff in the checking of POs against requisitions to ensure accuracy of prices and quality of goods.

Salary \$70,000.00 - \$80,000.00 commensurate with experience.

Please email resume, cover letter with salary requirements and a completed Application for Employment to [sherrya@passaiccountynj.org](mailto:sherrya@passaiccountynj.org).

### Requirements:

Education: Graduation from an accredited college or university with Bachelor's degree, preferably with a major in business.

Experience: Minimum of 4 years in the Procurement Sector. Experience in the writing of purchase specifications and in the purchase of equipment, material, and supplies in a large government or private agency. To be eligible for the Assistant Purchasing Agent title all applicants will be required to possess a valid Qualified Purchasing Agent (QPA) certification issued by the State Division of Local Government Services. Applicant who does not meet the above education requirement may substitute additional experience as described below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience

License: Valid New Jersey Driver's License required if operating for the duties of the position.