

**Job Title: Purchasing Assistant****Department: Purchasing**

The Passaic County Purchasing Department is seeking a highly motivated individual with excellent organizational and communication skills. A successful candidate must have computer skills (i.e. Outlook, Word, Excel, etc.) and have the ability to learn other computer programs and software, knowledge of Local Public Contract Laws, regulations, policies, standards, and procedures relating to government purchasing. Under direction, compiles information to prepare purchase orders for procurement of material, supplies, equipment, or service. Prepares bid packages and conducts bid openings. We are seeking someone with strong verbal and written communication skills. Someone with the ability to interact with the public and have excellent customer service interaction.

Examples of work include but aren't limited to:

- Knowledge of methods and procedures involved in the purchase of equipment, material, and/or supplies.
- Knowledge of problems encountered in government purchasing.
- Daily interaction with the public and handling customer service requests, draft, analyze and prepare bid proposals, analyze and interpret purchase regulations process change orders, upload to the County Website and general administrative duties.

Performs the clerical work involved in the preparation of contracts following the awarding of bids.

**Requirements:**

**Education:** Graduation from an accredited college or university with a Bachelor's degree. **NOTE:** Applicant who do 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

**Experience:** – One year (1) of experience in the preparation and processing of requisitions and/or the purchase of equipment, materials, and/or supplies.

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

If you qualify and would like to be considered, submit a letter of interest and your resume (including daytime phone number and email address) to the email address listed below. You must submit your response by the closing date shown above and indicate the job title in the subject line.

**E-Mail: [Sherrya@passaiccountynj.org](mailto:Sherrya@passaiccountynj.org)**

Newly hired employees must agree to a thorough background check that may include fingerprinting.

As of September 2010, in accordance with N.J.S.A 52:14-7, the "New Jersey First Act," all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey or secure an exemption.