



Town of Mooresville

Recruitment Announcement

August 28, 2008

Position: **Buyer**

Department: **General Administration**

Salary Range: **\$39,178 - \$59,615**

Application Deadline: **September 12, 2008**

Description:

An employee in this position is responsible for preparing bid documents and specifications, obtaining price quotes, placing orders, and performing related tasks in the purchasing function. Works with departmental staff in preparation of generic specifications for commodities or services needing bids; advertises bids or seeks competitive quotes; call vendors to get prices; prepares purchase orders; coordinates purchase needs with department personnel and delivery times with vendors. Work requires accuracy and thoroughness in the record keeping duties and tact and diplomacy in the public contact duties.

Minimum Requirements:

Graduation from a community college with a degree in business administration or related field and experience in a purchasing or warehousing operation in an automated environment; or an equivalent combination of education and experience. Requires a valid NC driver's license and good driving record.

Hours:

8:30 AM – 5:00 Monday-Friday

Other Information:

Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently; and/or a negligible amount of force constantly to move objects. Must possess the visual acuity to prepare and use figures, operate a computer terminal, and inspect the accuracy, neatness, and thoroughness of the completed work.

How to Apply:

Applications will be accepted at the Human Resources Department, 413 N. Main Street or NC Employment Security Commission, 470-A N. Broad Street, Mooresville, NC. Applications can also be downloaded from the website: www.ci.mooresville.nc.us. Resumes will NOT be accepted in lieu of a Town of Mooresville application and applications will NOT be accepted after the closing date.

Benefits:

Paid Leave; 11-12 paid holidays; excellent medical, dental and vision insurance; local government retirement; 401(k); life insurance; flexible spending accounts; direct deposit.

An Equal Opportunity Employer