



TOWN OF COLLIERVILLE POSITION VACANCY

OPEN TO: General Public

TITLE: Procurement Specialist

LOCATION: General Services –
Purchasing

OPENING DATE: March 9, 2017

CLOSING DATE: Until Filled

JOB NUMBER: JN17-11GS

CLASS CODE: 0255

SALARY: *Depending on Qualifications* with **Excellent Benefits Package**

FLSA STATUS: Non-exempt

PRIMARY FUNCTION: The purpose of this classification is to perform skilled technical work in the procurement of a variety of materials, equipment, and supplies in accordance with prescribed purchasing regulations and procedures for the Town of Collierville and to coordinate documentation covering contractual obligations between the Town of Collierville and various vendors, contractors, and services providers.

QUALIFICATIONS: Requires an Associate's Degree with major coursework in Business Administration, Public Administration or a closely related field; supplemented by four (4) years of job related experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Proficiency in Microsoft Word and Excel are required. Requires a valid Motor Vehicle Operators License.

****Full job descriptions are available upon request. Please call 901-457-2296.****

WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.

APPLY: Human Resources Office, 500 Poplar View Parkway, Collierville, TN

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.