

Senior Buyer

POSITION VACANCY

HUMAN RESOURCES
DEPARTMENT
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“Guilford Technical Community College is a Learning Centered College. Learning Centered Colleges focus their decisions, processes, and resources toward enhancing student learning first. Please join our team at GTCC as we transform our future.”

Posting Date: September 18, 2009

Location: May be assigned to any GTCC campus as need dictates.

Appointment Period: 1 Time-Limited and 1 Regular position. Contracts for regular positions are renewable each June 30th after successful completion of probationary period.

Contact Information: Human Resources

Summary:

These 2 full-time (1 time-limited & 1 regular) positions help coordinate procurement functions including recommendation of appropriate acquisition procedures, and coordination of quotes and bid activities. Will work directly with end users to define specifications and requests for proposals; prepare procurement related reports; manage service/maintenance contracts for the college; develops and maintain vendor relationships; monitor purchases related to HUB vendors. Will research and advise of changes in procurement procedures and programs; recommend and help coordinate implementation of new procurement programs, prepare bid packages, liaises with NC Dept of Administration, Division of Purchase and Contract, maintain documentation of purchasing procedures; design and conduct training on procurement procedures; and assist with general purchasing/business activities as assigned.

Qualifications:

Bachelor's Degree in Business Administration or related field. Certified Purchasing Manager (CPM) preferred.

Five years general office experience that must include substantial procurement related functions.

Ability to prepare interpretive and analytical procurement-related reports, prioritize and multi-task effectively. Ability to interpret, apply and explain Federal, State and Local purchasing regulations, & apply GTCC administrative policy as it applies to the areas of assignment. Ability to maintain job effectiveness while multi-tasking in sometimes fast-paced environment. Ability to maintain confidentiality and a clear record of all transactions and reports assigned in order to document a proper audit trail.

Proficiency in the use of personal computers-- word processing, spreadsheets and Internet.

Acceptable credit check and background check required.

Application Deadline: Open until filled.

How to Apply: A GTCC application must be submitted in order to be considered. Resumes will not be accepted in lieu of completing an application form. When applying for a position that requires a degree, copies of unofficial transcripts must be attached to a completed application. *If your education credentials are from a country outside of the United States & if you are extended an offer of employment you will be required to submit a translation/evaluation of your transcript.

Application for Evaluation is available at [International Education Evaluations, Inc.](#)

ALL EMPLOYEES PAID BY DIRECT DEPOSIT ONLY!

As an Equal Opportunity Employer, GTCC is strongly committed to diversity & welcomes applications from all qualified candidates, particularly minorities and faculty under-represented in higher education. EOE