



GLOUCESTER COUNTY
invites applications for the position of:

Purchasing Coordinator

SALARY: \$41,531 +/- DOQ

OPENING DATE: 4/5/2021

CLOSING DATE: Open Until Filled

Description:

Under general supervision, performs advanced administrative support and purchasing work for Gloucester County and Gloucester County Public Schools. Employee must exercise independent judgment, initiative, and attention to detail in completing job duties. Employee must also exercise tact and courtesy in frequent contact with program participants and the general public. Reports to the Purchasing Manager.

Required Knowledge, Skills, and Abilities:

Broad knowledge of the accepted standards and practices of bookkeeping.

Broad knowledge of the principles and methods of inventory control and record keeping.

Ability to make administrative decisions in accordance with laws, ordinance, regulations and departmental policies and procedures.

Ability to prepare correspondence, reports, budgets, letters, memos, reports, spread sheets, agendas, etc., with the proper format, punctuation, spelling and grammar, using all parts of speech.

Ability to make administrative decisions in accordance with laws, ordinance, regulations and departmental policies and procedures.

Ability to maintain a variety of technical and clerical records and to compile data from such records.

Qualifications:

Possession of an Associate degree in business administration, computers, accounting, or related field.

Five (5) to seven (7) years of progressively responsible administrative experience.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

Special Requirements:

Commissioned as a Notary Public for the Commonwealth of Virginia or obtain commission within 90 days of employment.

To be considered for this position, your online application must include your cover letter, resume, and three (3) professional references.

For a complete job description and to apply online, visit our website at: www.gloucesterva.info.

Gloucester County is an Equal Opportunity Employer