

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Purchasing Assistant

OPEN: April 09, 2024

CLOSE: When Filled

PAY SCALE: DOE

Requirements:

- 2 Years purchasing experience
- Knowledge of County Government
- Formal and informal bid process
- Modern office practices and procedures
- Must pass drug screening
- Must have valid Texas Driver's License

Responsibilities

- Implement purchasing policies and procedures
- Purchase supplies and services for the county
- Maintain spending controls on purchases, bids, quotes, contracts, and construction
- Supervises annual fixed asset inventory
- Tag all inventory and maintain inventory records
- Issue purchase orders
- Contact vendors to obtain pricing, products, services, and ability to deliver
- Full job description in Human Resources Department

To be considered, you must complete an Employment Application in full. Applications may be obtained in the Human Resources Dept, 2nd floor of the Hunt County Courthouse, Room 200 or download at www.huntcounty.net

**HUNT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
NO PHONE CALLS PLEASE**

PLEASE DO NOT REMOVE