POSITION ANNOUNCEMENT

Position: Procurement Services Specialist

Savannah Technical College is seeking a Procurement Services Specialist. This individual will be responsible for preparing purchase orders, soliciting bid proposals, preparation of documentation for special approvals, development of agency contracts, reviewing requisitions for goods and services, and auditing of p-card transactions. This person must have good written and verbal communication skills to successfully relate to College personnel and vendors. This position requires extensive clerical work including but not limited to data entry, maintaining purchase order files, filing copies of invoices & receiving documents with purchase orders, faxing and scanning copies of purchase orders to vendors and for internal distribution, plus contacting vendors to follow up with orders. The Procurement Services Specialist must be willing to work flexible hours during peak times.

Minimum Qualifications

Three years of administrative management experience which included participation in the procurement of supplies and equipment either directly or through a centralized purchasing operation. *OR* three years of purchasing experience in a responsible full-time role (e.g.) purchasing agent or procurement officer), preferably governmental. This experience must have included significant administrative responsibilities.

Preferred Qualifications

(In addition to the minimum qualifications): A Bachelor’s degree in Business or related field; Experience with the SAO PeopleSoft Financials System; Experience with the Team Georgia Marketplace System; Completion of the Georgia Certified Purchasing Associate (GCPA) certification through DOAS State Purchasing; Experience with the State of Georgia P-Card program; Ability to give attention to detail; Ability to multi-task and work on multiple projects at the same time; Must be a team player. Experience with Microsoft Excel & Word.

Physical Demands

Work is typically performed with the employee sitting at a desk. The employee must be able to lift up to 25 pounds. The ability to speak clearly is required. The ability to hear and understand at a normal conversational level is required. Full range and finger motion is required for data entry purposes.

Salary/ Benefits

Salary is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Benefits package.

Application Deadline

For best consideration, applications should be received by July 8, 2013. Position considered open until filled. Candidates must pass a criminal background check. Applicants must submit a completed Savannah Technical College Employment Application, a cover letter, and a resume (incomplete submissions will not be considered). Applications may be downloaded at: www.savannahtech.edu. Please submit the completed application, cover letter and resume to:

Savannah Technical College
Human Resources Department
5717 White Bluff Road
Savannah, GA 31405-5521

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Savannah Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). Invitation to Self-Identify. For compliance activities, contact Melissa Banks, Title IX and Equity Coordinator, Room A110 or (912) 443-3388, mbanks@savannahtech.edu. Send written correspondence to Savannah Technical College, Attn: Melissa Banks, 5717 White Bluff Road, Savannah, GA 31405. STC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree.

Candidates may be required to submit a valid Driver’s License, proof of insurability, and/or a driver’s history report for positions involving state travel.

Note: No phone inquiries please. Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.