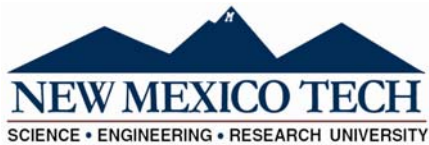


Posted: October 28, 2021



POSITION ANNOUNCEMENT

TITLE: BUYER I

DEPT: PURCHASING

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$15.00-\$17.75

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH November 5, 2021* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Procure supplies, equipment and services utilizing NMT policy, state and federal procurement regulations. Work with departments and vendors on new and ongoing procurements and bids. Assist other procurement offices with scanning procurement files into Banner.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, basic composition and math. Minimum of one (1) year of buying experience required. Knowledge of the Banner database purchasing module or similar systems required. Knowledge of purchasing policies and procedures, state and federal statutes desired. Knowledge of MS work and similar software desired. Strong communications skills both oral and written required. Knowledge of accounting desired. Ability to problem solve applying deductive and inductive reasoning.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 206, Socorro, NM 87801-4796