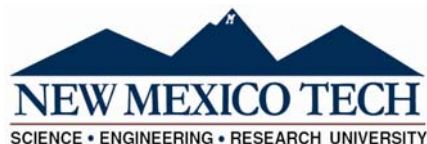


**Posted:** September 2, 2021



## POSITION ANNOUNCEMENT

**TITLE:** BUYER II

**DEPT:** EMRTC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE:** \$16.00-\$20.00

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:** September 13, 2021\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHOPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB DUTIES:

Responsible for the procurement of materials, supplies, equipment, and services for assigned area and commodity for the EMRTC Groups, and responsible for compliance with federal, state, and institute procurement regulations. Support general accounting operations, assist with data gathering, analysis and finance operations.

### REQUIRED QUALIFICATIONS:

High school (or GED) level ability in spelling, grammar, basic composition and math required. Five (5) years of general experience in Purchasing required. Knowledge of purchasing practices and procedures required. Knowledge of basic contract law as it relates to purchasing, inventory, shipping and receiving required. Knowledge of computerized purchasing, accounts payable, inventory and receiving operations required. Skill in soliciting quotations and sealed bids required. Skill in evaluating and awarding purchase orders required. Excellent communication skills required. Skills in conflict resolution required. Skill in personal computer operations (Word Processing, Spreadsheets and Databases) required. Knowledge of general construction required. A valid New Mexico driver's license is required. This position requires the ability to obtain a Department of Defense security clearance through Secret within a reasonable time after employment.