POSITION ANNOUNCEMENT

TITLE: PROCUREMENT CARD SERVICES COORDINATOR      DEPT: PURCHASING

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $15.50-$16.25

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: March 8, 2022* 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:
Coordinates administration/services of NMT employee purchase/fuel card programs. Primary responsibilities include coordination/monitoring daily/monthly/yearly administrative activities for purchasing card programs, software systems and programs updates, training/assisting all card holders/merchants with questions/processes, work with departments on approved purchasing/timely reporting, ensuring adherence to NMT procurement policies. Secondary responsibilities include scanning purchase order files, coordinating bid files and newspaper announcements, administering NMT’s Amazon Business account. Other duties as required.

REQUIRED QUALIFICATIONS:
Formal diploma/certificate/degree program of 6-18 month after high school in any area of study or equivalent work experience. Microsoft/Google Office, especially Excel and Access required. Strong interpersonal, oral, written communication skills required. Clerical experience desired. Online administration with banking or similar institutions desired. Banner software desired. Ability to learn from webinars and online training required. Ability to provide feedback to continual improve services required.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 029, Socorro, NM 87801