Job Title: Purchasing Technician

JOB SUMMARY
The Purchasing Technician receives and reviews purchase requisitions, creates purchase orders, and ensures that invoices for goods/services are processed and paid.

MAJOR DUTIES

- Receives and reviews purchase requisitions from departments;
- Prepares bid solicitations to vendors;
- Creates and revises purchase orders;
- Facilitates new vendor setup with the State Accounting Office (SAO);
- Initiates receiving and asset management additions;
- Creates purchasing reports.

COMPETENCIES

- Knowledge of purchasing practices, forms, and procedures
- Knowledge of college requisition approval process, SOA policies and procedures, receiving, and asset management procedures
- Knowledge of state purchasing, invoicing, inventories, audit and contract procedures
- Knowledge of statewide contracts, budgets and accounts, NIGP codes, and college departments
- Oral and written communication skills
- Skill in math computations
- Skill in the operation of computers and job related software programs
- Skill in interpersonal relations and in dealing with the public

MINIMUM QUALIFICATIONS

- High school diploma or equivalent *and* Three (3) years of related work experience

PREFERRED QUALIFICATIONS

- Preferred qualifications may vary from location to location.