
WEB JOB POSTING

PURCHASING OFFICER

RESPONSIBILITIES:

The City of Tullahoma is seeking applicants for the position of Purchasing Officer which is under the general supervision of the Accounting Supervisor. The position is responsible for all operating and capital purchases and enforcing the purchasing policy. The Purchasing Officer assists with bid documents, conducts bid openings, processes invoices for payment and maintains detailed records. Responsibilities also include administering the fuel distribution process, performing an annual fixed assets inventory and maintaining a fixed assets database.

REQUIREMENTS:

The position requires a bachelor's degree in a related field and a minimum of three (3) years of experience in purchasing and accounts payable. A strong working knowledge of word processing, spreadsheets and database applications is required.

BENEFITS:

This is a full-time position with benefits. The annual starting salary is between \$40,000 - \$43,000, depending on qualifications. Work hours are from 7:30am to 4:30pm.

RECRUITMENT:

Individuals interested in applying for this position can complete the application available on-line at www.tullahomatn.gov or complete an application at City Hall. A resume can also be provided. The application or resume should be submitted by:

Mail: City of Tullahoma, Attn: Human Resources, PO Box 807, Tullahoma, TN 37388

Email: cbrice@tullahomatn.gov

Fax: 931-455-2782

Deliver: City Hall / Municipal Building, 201 W. Grundy Street, Tullahoma, TN

The City of Tullahoma is an equal opportunity employer.

Posted: March 22, 2016

Closes: open until filled