West Virginia University at Parkersburg Position Vacancy

Purchasing Assistant III
Position # 20-002

Summary:
To perform various duties relating to the operation of the college Purchasing Division and its purchase of goods and services in accordance with applicable rules and regulations.

Duties:
• Procure college required materials and supplies through the use of various requisition methods by WV State Procurement card guidelines.
• Maintain contact with vendors, suppliers, and customers to communicate information and to determine status of purchases.
• Assist as directed with obtaining comparison pricing to support purchases within allotted dollar amounts.
• Other duties as assigned.

Education/Knowledge:
• Associates degree in business or related field or equivalent knowledge and/or experience.

Experience:
• 2 years of experience in purchasing/procurement or business/customer service.

Skills:
• Intermediate computer skills utilizing office and financial software.
• Advanced mathematical skills.
• Ability to communicate written and electronically utilizing effective interpersonal skills.
• Ability to work with accuracy and meet deadlines.
• Ability to prioritize and manage multiple projects.
• Ability to work independently and collaboratively in a structured environment.

Rate of Pay:
Full-time, benefits eligible, 37.5 hours per week, pay grade 3, $13.13/hr. Benefits include health and other insurances, a retirement savings account with a 6% employer match, and leave time (annual and sick).

Posted: September 6, 2019
Deadline to Apply: September 20, 2019

To Apply:
Submit an Employment Application Packet and an unofficial copy of your college transcripts (if applicable) to apply@wvup.edu. A cover letter and résumé may also be included. The Employment Application packet is available via the Employment Opportunities section at www.wvup.edu.

Auxiliary aids and services are available upon request to individuals with disabilities. Please contact the Human Resources Office at (304) 424-8290 if you need assistance or reasonable accommodation with the application or hiring process.

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action institution and does not discriminate on the basis of race, sex, gender identity, marital status, pregnancy, sexual orientation, age,
disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities; nor does it discriminate on the basis of genetic information in employment or employee health benefits. Further, faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation of discrimination. Inquiries regarding non-discrimination policies may be directed to: Debbie Richards, Special Assistant to the President, 304-424-8201, WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104.