

# **PURCHASING SPECIALIST**

## **EAST ARKANSAS COMMUNITY COLLEGE**

EACC is seeking to fill the position of Purchasing Specialist. This position is governed by state and federal laws and College policy.

**Responsibilities:** This is a full-time, benefits eligible position that reports directly to the Controller. Responsibility for reviewing and processing purchases for all areas of the College to ensure compliance with state laws and procedures, prepare and maintain contracts and prepare and submit monthly and quarterly state reports. Maintain and train staff on the Jenzabar EX purchasing system. Review and update purchasing manual annually to reflect any changes in laws or regulations.

**Minimum Qualifications:** Equivalent of high school diploma required; three or more years of experience in purchasing and knowledge of state purchasing laws and procedures preferred. Other job related education and/or experience may be substituted for all or part of these basic requirements. Excellent computer applications —Microsoft Office Suite – Word, Excel, Outlook —and telephone skills; attention to detail, ability to organize and execute multiple tasks.

**Review of Applications:** Begins March 27, 2019

**Projected Start Date:** Early April, 2019

Application materials must include an EACC Employment Application, which lists three professional references, a letter of interest in the position, a resume, and a copy of any applicable college transcripts. Please submit all requested materials to:

East Arkansas Community College

**ATTN:** Human Resources

1700 Newcastle Road

Forrest City, AR 72335

870-633-7222 (Fax) or email to [chaggans@eacc.edu](mailto:chaggans@eacc.edu)

EACC is an Equal Opportunity/Affirmative Action Employer.