

Purchasing Specialist

The University of Arkansas - East Arkansas Community College is accepting applications for the position of Purchasing Specialist.

Typical Functions:

Assist the APO in all aspects of the competitive bid process, process requisitions and invoices, contact vendors and assign or secure purchase orders to purchase supplies, materials, services and equipment for the College, update and maintain vendor files, and perform accounting duties. The successful applicant should demonstrate the following: maintain a high level of confidentiality; have the ability to interpret and apply governmental regulations regarding bids, purchasing, travel and retail sales; have knowledge of basic accounting principles; ability to perform accurate data entry; and to manipulate data to generate reports, and have exceptional organizational skills.

Minimum Education and Experience:

The formal education equivalent of a high school diploma; plus five years of experience in purchasing or a related field.

Knowledge, Abilities and Skills:

Knowledge of database management and basic accounting principles; Knowledge of filing and recordkeeping procedures; Ability to perform accurate data entry and manipulate data to generate reports and documents; Ability to compose, proofread, and edit correspondence, reports, and other documents requiring attention to detail; Ability to conduct research and perform basic quantitative quality assurance reviews; Ability to prioritize tasks and meet deadlines; Excellent communication skills; Excellent mathematical and calculation skills; Excellent interpersonal skills; Strong computer literacy including Microsoft Office and Google Suite applications; Ability to maintain professionalism at all times; Must maintain the confidentiality of company documents and information. Skills tests will be required.

What We Offer

A generous benefits package with 100% health insurance paid for employee. Family coverage, dental, and vision insurance offered for an additional premium. Paid life insurance and long-term disability insurance, tuition waivers for employees and their families, a healthcare spending account, catastrophic leave bank, and paid maternity or parental leave. UA-EACC offers a choice of 2 retirement plans: Fidelity and TIAA (employee contribution 5%; UA-EACC contribution 10%).

Paid holiday leave 11-13 days annually; 8 hours sick leave per month; and a sliding scale of vacation (annual leave) ranging from 10 hours per month to 15 hours per month depending on years of service.

The opportunity to contribute to a fun, student-centric organization and to engage in meaningful work in service of others alongside other good people.

For more information on benefit plans, please visit www.eacc.edu/employment.

To Apply:

Please submit an UA-EACC application online and include a resume' and transcript(s) at www.eacc.edu/employment. You can also email a pdf application and supporting documents to humanresources@eacc.edu. Review of applications will begin immediately and continue until position is filled. A background check will be conducted prior to employment.