

# Senior Buyer

Job Status

Open - open and accepting applications

Job Reference Number

2023-009

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**Hourly Salary:** \$ 20.20 - \$22.50 (DOQ)

*\*New employees typically start at the lower end of the pay range*

**Full-time, Non-Exempt Position with benefits**

**Office Hours:** Mondays – Fridays, 8:00 a.m. to 5:00 p.m.

**Application Deadline:** Open until filled

## Position Summary

Under the supervision of the Financial Services Director, the purpose of the position is to prepare solicitations and proposals, multi-year procurement contracts for goods and services needed for all departments, and functions within the Village of Indiantown. The incumbent in this position is responsible for moderate to complex work through the exercise of significant independent judgment by working with Village departments and external vendors in obtaining goods and services in accordance with Village procurement policies and procedures. This includes devising scopes of work, commodity requirements for the preparation of requests for quotes, requests for proposals, competitive bids, and requests for qualifications. The candidate selected will also prepare contracts for subsequent legal review and approval and maintain all records of the completed procurement process.

## Requirements and Qualifications

- Bachelor's degree preferred; Associate degree required from an accredited college or university; work in purchasing or inventory management; experience in the preparation and or monitoring of contracts; or any equivalent combination of training and experience.
- Minimum five (5) years of experience in purchasing or Certified Professional Public Buyer (CPPB).
- Must possess a valid Florida driver's license upon hire and maintain it throughout the length of employment with the Village of Indiantown.

## Application Process

Interested persons should submit a signed employment application located at the bottom of this page to ***jnorris [at] indiantownfl.gov***.

*Indiantown Village is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, marital status, family status, or sexual orientation in employment or the provision of services.*

## Supporting Documents

Job Description 268.2 KB

Village of Indiantown Employment Application 850.08 KB

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