



EMPLOYMENT OPPORTUNITIES

September 13, 2016

Internal / External Posting

Purchasing Agent, General Services: \$17.47 - \$19.21 hourly. The successful candidate requires an understanding of public procurement rules, regulations and policies; and must have exemplary customer service skills and high ethical standards. The purchasing agent is responsible for the procurement of commodities, equipment and services for various departments within the Port Authority. This position works closely with other purchasing agents in all procurement processes including, competitive process development and management, product research and price negotiation as well as vendor management. This position works with all levels of the organization, advising departments on procurement policies and procedures, to obtain quality products and services at the best value.

Associate's degree and a minimum two years experience required; bachelor's degree and public purchasing experience preferred; or a combination of education and experience may be considered. Experience with Google Docs, Oracle E1 (or similar product), Microsoft Office, and the ability to learn and adapt to new and changing software programs is required. Professional procurement designation or the ability to obtain certification within 18 months of hiring is a plus. Valid Florida driver's license required.

Internal Applicants – Resume and job preference form required

External Applicants – To apply on line visit <http://www.flylcpa.com/lcpajobs/>

Application deadline is 4:30 p.m. Friday, September 23, 2016
EOE/DFW/Veterans' Preference