

Principal Purchasing Assistant, Full Time - The Township of Vernon is seeking a full-time Principal Purchasing Assistant. Primary responsibilities include, but are not limited to: Receives, reviews, and approves vendors' claims prior to submission to the Chief Financial Officer for payment after purchase orders have been prepared. Supervises the posting of purchase order information into purchase ledgers. Receives, reviews, and approves vendors' claims for posting and forwards them to the CFO.

Acts as a liaison with vendors and the purchasing agent on prices, errors, and other pertinent information. Acts as a liaison with departments on needs for materials and supplies. Arranges for the direct purchase of items which do not require the advertising of bids by the purchasing agent. May be responsible for preparing routine purchase specifications.

Interviews sales representatives and makes recommendations for purchases or recommendations to the purchasing agent for items requiring bids/specifications. Reviews budgetary appropriations for materials and supplies and advises the department head as to over expenditure or the need for additional appropriations.

Will be required to learn to utilize various types of electronic and/or manual recording information systems used by the agency, office or related unit. Required Experience: Three (3) years of experience in the preparation and processing of requisitions and/or in the purchase of equipment, materials, and/or supplies. Edmunds municipal software experience preferred.

Benefits offered: Medical/Prescription/Dental, Vision; Benefits Waiver; Pension (PERS); Paid Time Off/Holidays; Flexible Spending Account/ Dependent Care; Various Insurance Policies; Licensure Reimbursements. Union and Civil Service position. Salary Range \$57,000-\$75,808.62.

Send completed application and resume to Administration Office, 21 Church St. Vernon, NJ 07462 or by email to businessadmin@vernontwp.com. Closing Date: This posting will remain open until filled; the Township reserves the right to offer the position at any time during the recruitment process. The Township of Vernon is a Civil Service Jurisdiction and an Equal Opportunity Employer.