



TOWN OF COLLIERVILLE POSITION VACANCY

OPEN TO: General Public

TITLE: Procurement Technician

LOCATION: General Services –
Procurement

OPENING DATE: September 30, 2020

CLOSING DATE: Until Filled

JOB NUMBER: JN20-56GS

CLASS CODE: 0255

SALARY: \$31,164 – 53,442 *Depending on Qualifications* with **Excellent Benefits Package**

FLSA STATUS: Non-exempt

PRIMARY FUNCTION: The purpose of this classification is to perform entry level to intermediate technical work in procurement of a variety of materials, equipment, and supplies in accordance with prescribed purchasing regulations and procedures for the Town of Collierville.

QUALIFICATIONS: Requires a high school diploma or GED; supplemented by college level coursework in Business Administration, Public Administration or a closely related field; Associate's degree preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES: Requires a valid Motor Vehicle Operators License.

NOTES: Proficiency in Office 365 (Word, Excel, Teams, and OneNote); Excellent verbal and written communication skills. Must be able to pass a work related drug test.

****Full job descriptions are available upon request. Please call 901-457-2296.****

WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.

APPLY: Human Resources Office, 500 Poplar View Parkway, Collierville, TN

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.