

Vacancy Posting

Position Available: Purchasing Specialist
School / Program: Central Office

QUALIFICATIONS:

1. Bachelors Degree in Accounting/Business or related area - preferred
2. Minimum four (4) years related experience - preferred
3. Certification as either/or RPPS (Registered Public Purchasing Specialist), RPPO (Registered Public Purchasing Official), QPA (Qualified Purchasing Agent)
4. Experience in writing bid specifications.
5. Knowledge of Local Public Contract Law and Title 18A Education Law.
5. Other qualifications as the Board deems appropriate

RESPONSIBILITIES:

1. Effectively writes bid specifications related to the position.
2. Assist in reviewing and coordinating a variety of projects as assigned.
3. Research potential bids.
4. Conduct bid research meetings with vendors.
5. Evaluate bid responses.
6. Prepare recommendations based on bid responses.
7. Offer technical assistance to cooperative members.

To apply for a position with the Educational Services Commission of New Jersey, please submit a letter of interest, resume, employment application and appropriate certifications to:

Director of Human Resources:

Nadia Romano

nromano@escnj.k12.nj.us

ESCNJ

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ESCNJ is an EOE/AA Employer