



Chief Purchasing Officer

Details

Job ID : 259

Title : Chief Purchasing Officer

Job Code : 1214

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR PURCHASING ALL GOODS AND SERVICES FOR THE COURT OF JUSTICE.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 5 Years of Related Experience

Job Required Knowledge

- MICROSOFT ACCESS APPLICATION, MODEL PROCUREMENT CODE REQUIREMENTS
- 5 YEARS OF RELATED WORK EXPERIENCE MUST BE IN GOVERNMENT PURCHASING AND INCLUDE SUPERVISION

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- ORGANIZATIONAL ABILITY
- INTERNET PURCHASING

Job Preferred Knowledge

- COURT SYSTEM
- NATIONAL INSTITUTE OF GOVERNMENT PROCUREMENT (NIGP) CERTIFICATIONS OR TRAINING

Job Duties

- DAY TO DAY SUPERVISION OF THE AOC PURCHASING DEPARTMENT
- RESPONSIBLE FOR ISSUANCE OF ALL SOLICITATIONS FOR GOODS AND SERVICES
- RESPONSIBLE FOR MAINTENANCE OF REQUESTIT WEBSITE
- RESPONSIBLE FOR MAINTENANCE OF PURCHASE ORDER APPLICATION
- COORDINATE TRAINING FOR PURCHASING STAFF
- OTHER DUTIES AS ASSIGNED