



Purchasing Agent

Starting Pay Range: \$46,163-\$68,357

To review our detailed job description, and apply online please visit:

<https://www.psta.net/about-psta/careers/>

**PSTA is a Drug Free/Smoke Free Workplace.
PSTA is an Equal Opportunity Employer.**

Overview

PSTA is hiring a Purchasing Agent to join our Finance Team. Depending on experience, the selected candidate will be offered either a Level I, II, or III position, which will impact the complexity of duties, minimum requirements, and pay grade level.

BASIC PURPOSE

Perform professional and administrative work in contract administration and procurement.

Perform functions related to development, preparation, and execution of formal and informal solicitations. May negotiate contracts and amendments with customers or suppliers.

Coordinate requirements of various departments and act as liaison between PSTA and suppliers to implement and fulfill contract requirements. Perform work related to grant procurement and applicable rules and regulations.

Perform maintenance of records, filing, contract administration, Disadvantaged Business Enterprise (DBE), Supplier Diversity, and other standard office practices and procedures.

Qualifications

Education & Experience:

Level I & II: Education may be combined with relevant work experience to meet minimum requirement, as follows: Associate's Degree plus 4 years of related work experience; or Bachelor's Degree plus 2 years of related work experience; or no degree plus minimum of 5 years related work experience in public procurement.

Level III requires six years' experience in contract administration, procurement, or related field, preferably in public sector procurement. Associate's or Bachelor's degree preferred.

All Candidates: Knowledge of procurement regulations, contract administration, and all facets of government contracting preferred. Experience with grant procurement, rules, and regulations is helpful. Intermediate skill level with MS Excel and Word.

Certification: One of the following industry standard certifications is preferred: CPPB (Certified Public Purchasing Buyer), CPPO (Certified Public Purchasing Officer), C.P.M. (Certified Purchasing Manager), A.A.P. (Accredited Purchasing Practitioner), or CPSM (Certified Purchasing Supply Manager).

Knowledge, Skills, and Abilities

Knowledge: Broad knowledge of procurement and contract administration principles, regulations, and procedures to administer a variety of solicitations and contracts. Knowledge of negotiation techniques. Knowledge of writing techniques to enable facts to be presented clearly in memoranda, minutes of meetings, and contract modification and supporting documentation.

Skills: Strong interpersonal, oral and written communication skills. Intermediate skill level in MS Excel and Word. Strong written and verbal communication skills. Organized and disciplined work ethic.

Abilities: Prioritize work in accordance with the ongoing demands of the Procurement Division and the Authority. Prepare and/or assist in developing formal or informal solicitations, reports, logs, and correspondence. Ability to understand and comply with government, grant, and PSTA's policies, procedures, and regulations. Exercise keen initiative and work independently. Ability to develop and maintain positive working relationships with internal business partners and external suppliers. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with suppliers and internal staff.