



JOB POSTING - 5/4/2011

POSITION: ASSISTANT PURCHASING MGR.

SALARY: \$4833/month

SUMMARY: Exempt Position-under the supervision of the Purchasing Manager. Manages all aspects of the procurement process from inception to closing for assigned product groups. Coordinates activities involved with procuring goods and services for KCDA's customers. Writes bids, evaluates and orders supplies and Direct Ship orders for KCDA members; fills in for Purchasing Manager when needed, communicates and coordinates with all KCDA departments, vendors and customers as a member of a team.

RESPONSIBILITIES: Manage all aspects of the procurement contract process, writes, drafts, analyzes and generates a bid recap. Evaluates and recommends bid awards. In the absence of the Purchasing Mgr. performs duties of Purchasing Mgr. Keeps KCDA warehouse stocked with Supplies/Equipment and places direct ship orders so KCDA customers can receive in a timely manner.

REQUIREMENTS: Associate's Degree or equivalent from two-year College or technical school + three (3) years experience or four (4) years related exp. **Hands on experience with writing, evaluating, recapping and awarding of bids.** Knowledge of public works and Washington State bid laws. Extensive working knowledge of Microsoft Office applications that includes spreadsheets and statistical databases. **CPPB, CPPO, or CPM preferred,** Good office management and record keeping practices. Ability to communicate and work well with others. Must be able to handle stressful situations.

Interested candidates send resumes to the HR dept.

PO Box 5550, Kent WA 98064 or email: resume@kcda.org

Posting in effect 5/4/2011-5/11/2011

Applicants not meeting minimum requirements will not be considered.