# VACANT POSITION

## Procurement Agent
## Finance Department

**Job Purpose:** To assist with the City's purchasing activities.

- Assists with the bidding/proposal process for all purchases, including public advertisements, obtaining bids or proposals.
- Assists with reviewing field purchase orders for purchases made by all departments**.**
- Assists with the purchasing and maintaining of adequate inventory of frequently ordered materials to avoid delays and customer complaints. Ensures emergency equipment is in working order.
- Assists with preparing required reports as to order status, accounting reports, and period end functions in the purchasing/inventory system.
- Assists with the documentation for the Govdeals.com electronic auction program.
- Makes recommendations for the execution of the City's contracts for mobile phones, tablets and keeps inventory of supplies.
- Makes recommendations for the execution of the City's contract for copy machines.
- Secures and oversees maintenance service contracts, such as pest control and telephone systems.
- Assists with employee training and creating instruction manuals concerning purchasing with the New World system.
- Places all "Stock Requisition" orders for the City Hall.
- Maintains the W-9 files, with computer entry, filing, and mailing out W-9's.
- Places service calls on city elevators.
- Places service calls on copier, order supplies, and coordinates with contractor for servicing needs.
- Coordinates annual calendar order.
- Tracks city mobile phones for billing account accuracy.
- Maintains landline phone numbers and cell phone numbers.
- Provides exceptional service to internal and external customers.

**Required Knowledge, Skills, and Abilities**: Ability to establish and maintain good working relationships with community agencies, city personnel, and the general public. Strong customer service skills, including the ability to communicate professionally and effectively by phone and in person. Must have the ability to work on multiple projects at one time and complete assignments in a timely fashion. Ability to maintain confidentiality and exercise sound judgement. Proficiency in Microsoft Office applications.

**Minimum Qualifications**: Associate's degree with two (2) – three (3) years related work experience; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid South Carolina driver's license.

Deadline to Apply: ***Open until filled***
**Apply online at www.sumtersc.gov or**
**mail resume with cover letter along with application to:**
City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150

The City of Sumter is an Equal Opportunity Employer and participates in **E-Verify. E-Verify** allows participating employers to verify the employment eligibility of their newly hired employees and the validity of their Social Security Numbers. **E-Verify** is operated by the Department of Homeland Security in partnership with the Social Security Administration. This Notice is not intended to be an all-inclusive list of duties, knowledge, skills and abilities required to do the job. This is intended only to describe the general nature of the job. A more comprehensive list of duties, responsibilities and essential job functions is available in the job description.