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PURCHASING ASSISTANT
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
ADMINISTRATIVE SERVICES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, THIS POSITION WILL WORK AT FULL PERFORMANCE IN A MULTI-FACETED OFFICE. DUTIES WILL INCLUDE BUT ARE NOT LIMITED TO: RESPONSIBLE FOR PURCHASING EQUIPMENT, SERVICES AND SUPPLIES IN ACCORDANCE WITH THE STATE OF WEST VIRGINIA'S PURCHASING RULES AND REGULATIONS WHICH INCLUDES THE PREPARATION OF SPECIFICATIONS AND SOLICITATIONS OF BIDS BOTH VERBALLY AND IN WRITING; REVIEW BIDS AND MAKE AWARDS; ISSUE PURCHASE ORDERS; RENEW CONTRACTS; VERIFY ITEMS GOODS/SERVICES ARE RECEIVED IN ACCORDANCE WITH THE PURCHASE ORDER; MAINTAIN TRACKING SYSTEM FOR ALL PURCHASES; ENTER DATA INTO EXISTING EXCEL SPREAD-SHEETS; SCAN AND ENTER COMPLETED DOCUMENTATION IN IVUE FOR TRACKING; MAY AUDIT EMPLOYEE TRAVEL REIMBURSEMENTS AND TRAINING REQUESTS FOR ACCURACY, AND MAY AUTHORIZE RESERVATIONS AND PAYMENTS FOR HOTEL, AIR, AND RENTAL VEHICLES WITH STATE CONTRACTED VENDORS AND OUT-OF-STATE HOTELS. WILL BE A PURCHASE CARD HOLDER FOR THE AGENCY AND MUST USE WVFIMS TO RECONCILE MONTHLY STATEMENT. WILL BE RESPONSIBLE FOR SCANNING FILES RELATED TO PURCHASING. THIS PERSON WILL SERVE AS AN ASSISTANT AND BACK-UP TO THE FLEET COORDINATOR. DUTIES WILL INCLUDE CERTIFICATION OF INVOICES; PREPARING REPORTS FOR THE EXECUTIVE OFFICE; ASSIST WITH THE MANAGEMENT OF THE AGENCY'S INVENTORY WHICH MAY INCLUDE MOVING HEAVY OBJECTS REQUIRING THE ABILITY TO LIFT 50 POUNDS WITHOUT ASSISTANCE. WILL SERVE AS THE AGENCY LIAISON WITH EXTERNAL VENDORS, OTHER STATE AGENCIES, AND INTERNAL CUSTOMERS. PROBLEM SOLVING SKILLS ARE REQUIRED TO RESOLVE VARIOUS ISSUES TO BRING PURCHASES INTO COMPLIANCE WITH RELATIVE LAWS AND POLICIES. CANDIDATE MUST HAVE EXCELLENT ORAL AND WRITTEN COMMUNICATION SKILLS

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AND MUST BE PROFICIENT IN MICROSOFT WORD AND EXCEL. CANDIDATES WITH GOOD WORKING KNOWLEDGE OF WVFIMS MAY BE GIVEN PREFERENCE. WILL BE REQUIRED TO ATTEND TRAINING SESSIONS AND CONFERENCES THAT ARE RELATIVE TO THE DUTIES OF THE POSITION. MUST BE ABLE TO ESTABLISH AND MAINTAIN EFFECTIVE RELATIONSHIPS WITH OTHER AGENCY EMPLOYEES AS WELL AS OUTSIDE VENDORS. MUST HAVE AND MAINTAIN A VALID DRIVER'S LICENSE. SOME OVERNIGHT TRAVEL IS REQUIRED. OTHER DUTIES AS REQUIRED OR ASSIGNED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: TWO YEARS FULL-TIME OR EQUIVALENT PART-TIME PAID CLERICAL EXPERIENCE WHICH INCLUDED FAMILIARITY WITH PURCHASING.
SUBSTITUTION: SUCCESSFULLY COMPLETED STUDY FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR ONE YEAR OF THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

DEADLINE: AUGUST 13, 2013

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
PEGGY CARDEN
PO BOX 50540
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS140002 ON APPLICATION