



**City of Salisbury  
Procurement Department  
Administrative Assistant**

Fulltime (35 hours)

\$30,251 - \$31,473 annually DOQ

Full Benefits

**Essential Functions:** Compiles information and records to prepare for procurement of material; prepares and maintains bid documents; performs other duties as assigned. Answers phones regarding questions on purchase orders, invoices, bid packages and openings; Opens daily mail and distributes accordingly; Prepares payment authorizations, memos, request for quotations, and bid packages; Verifies funds in system; Logs and files purchase orders and payment authorizations; Sends faxes, makes copies; Monitors utilities accounts and office supplies accounts; Orders supplies as needed; Serves as back-up to buyer when buyer is out. This position requires someone with strong organizational skills, a can do attitude, with top notch customer service skills.

**Required Knowledge, Skills, and Abilities:** Working knowledge of City policies and procedures; Act as a representative of the City of Salisbury to the public; Working knowledge of purchasing practice and procedures; Effectively and efficiently prepare, organize and track department records; Maintain confidentiality; Knowledge of Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software or accounting packages; Effectively prioritize and multitask with attention to detail; Effectively communicate and maintain effective working relationships with other staff members and members of the public.

This position includes a full line of benefits, paid vacation, sick leave, paid holidays, life, health, dental, vision and supplemental insurances. This position also qualifies for enrollment with the Maryland State Retirement Plan and a tax deferral savings program which includes a match.

**Requirements:** High School diploma or G.E.D.; One year related experience.  
Or equivalent training, education, and/or experience.

**Closing Date:** Open until filled

**APPLY:** Submit City application and a detailed resume to:

City Human Resources Dept.  
125 N. Division St.  
Salisbury, MD 21801  
410-548-1065 Fax: 410-548-3748  
Web site: [www.salisbury.md](http://www.salisbury.md)  
E-mail: [jobs@salisbury.md](mailto:jobs@salisbury.md)

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