



**City of Salisbury
Procurement Department
Administrative Assistant**

Fulltime (35 hours)

\$30,251 - \$32,745 annually DOQ

Full Benefits

Essential Functions: An integral part of the Procurement Department, this position compiles, organizes, maintains and archives information and records to assist the buying staff in preparation for the procurement of goods and services. Answers phones regarding questions on purchase orders, invoices, bid packages and bid openings. Opens daily mail and distributes accordingly; Prepares complex account reconciliation and payment authorizations, memos, request for quotations, and bid packages; Verifies funds in accounting 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, as this position works directly with vendors, departmental representatives and the general public on a daily basis. Performs other duties as assigned.

Required Knowledge, Skills, and Abilities: 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; Proficient in the use and application of Microsoft Office Suite products, 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. Acquire a strong working knowledge of City policies and procedures.

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. Two years 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
E-mail: jobs@salisbury.md

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