

BUYER
County of Roanoke

The Roanoke County Purchasing Division is the centralized authority for the acquisition of goods and services for the County, Schools (non-capital) and entities for which the County serves as fiscal agent. We are currently seeking a professional Buyer.

Applicants must have the ability to research, analyze, interpret, and determine appropriate procurement methods; interpret, determine, and apply appropriate contract provisions, terms, and conditions; prepare and conduct competitive negotiations; and prepare and conduct presentations and training.

Applicants must demonstrate leadership skills, strong attention to detail, interpersonal skills, and initiative. The ability to apply analytical and problem solving skills is required. Applicants must possess excellent verbal and written communications skills; and must be proficient in business English, math, writing, and Microsoft Office applications, including Word, PowerPoint, and Excel.

Bachelors degree from an accredited college or university with major coursework in finance, marketing, business administration, purchasing or a related field; or equivalent combination of education and experience is required. Two or more years of experience in purchasing and/or training in purchasing preferred.

Subject to complete criminal history and credit report search.

DEADLINE: Open Until Filled

HIRING SALARY RANGE: \$35,839 to \$46,340

ROANOKE COUNTY ONLINE APPLICATION REQUIRED

Department of Human Resources

P. O. Box 29800, 5204 Bernard Drive, SW

Roanoke, VA 24018

Visit us online: www.RoanokeCountyVA.gov

EOE/M/F/D

(540) 772-2018