

# MDEQ JOB ANNOUNCEMENT



The Human Resources Office is accepting applications for the following job vacancy in the Office of Administrative Services.

**Position:** Procurement Officer II  
**PIN:** 5388  
**Starting Salary:** \$43,509.31  
**Location:** Accounting Division – Purchasing Branch

**Minimum Qualifications:**

Typically requires a Bachelor's Degree and 2-4 years of experience.

**Primary Functions:**

1. Process Purchasing Department mail.
2. Enter and route all invoices in agency's invoice tracking system and monitor the system.
3. Create and process purchase requisitions for Administrative Services, Human Resources and Legal. Perform goods receipt for the same.
4. Review and modify purchase requisitions to assure compliance with state purchasing regulations.
5. Create purchase orders for the entire agency.
6. Assist purchasing liaisons in the agency's accounting system for requisitions and the invoice tracking system. Provide assistance and guidance as needed.
7. Assist other departments by consulting with DFA about vendor changes and new vendor set-up. Establish commodity contract information and link to state contract vendors.
8. Maintain files for all purchase requisitions and purchase orders.
9. Other duties as requested.