

DEPARTMENT OF ADMINISTRATIVE SERVICES

JOB OPPORTUNITY

Purchasing Assistant

Procurement Division – Construction Bid & Contract Unit and Surplus Property Unit

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.

Location: Hartford

Job Posting No: 00106393

Hours: Full time 40 hours

Salary: CL 17 (\$46,191 - \$60,197 annually or \$1,769.78 - \$2,306.40 Biweekly)
(Note: Those new to State service start at \$46,191)

Closing Date: **June 6, 2014**

The Department of Administrative Services, Procurement Division, Construction Bid & Contract Unit and Surplus Property Unit is seeking a highly motivated, detail orientated, enthusiastic self-starter to handle program support functions and support for these and other related procurement programs. Candidates should become familiar with the program laws.

Eligibility Requirement: Candidates must have applied for and passed the **Purchasing Assistant** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Examples of Duties:

Construction Bid & Contract Unit

- Coordinates solicitation and return of bid proposals by determining type of bid based on cost (open or advertised), selecting vendors from bidders lists to receive proposals; in routine cases or under supervision, reviews bid proposals for accuracy, completeness and compliance with existing specifications and proper purchasing procedures. Prioritize and manage multiple large and complex construction project bids with critical deadlines; Maintain bidding and contracts database and spreadsheets for generation of various reports and other program databases and spreadsheets.

Surplus Property Unit

- Assist with the required documentation related to the transfer/sale of State Agency surplus equipment including vehicles. This includes working with certificates of origin, titles and any other documentation needed.
- Assist to maintain and track database related to the transfer and sale of surplus property including vehicles
- Assist with billing related to the sale of surplus property
- Assist with the reviewing of pre-auction surplus items using current on-line surplus auction system

General Office Unit to all sections:

- Provide general office support to all procurement programs when necessary

Preferred Skills & Abilities: Ability to meet program deadlines and manage multiple priorities; Attention to detail; Experience with Microsoft Office Suite including Excel and Word. Knowledge of basic purchasing principals; Ability to navigate web-based applications; Relationship skills including the ability to provide customer service to internal and external customers; Oral and written communication skills.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, your last 2 performance appraisals and an Application for Examination or Employment (CT-HR-12) to:

Department of Administrative Services

165 Capitol Avenue, 5th Floor East

Hartford, CT 06106

Attn: Eileen Morin, DAS/HR

Or fax to: **860 622-2834**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.