



183 College Drive • De Queen, AR 71832  
870.584.4471 • 800.844.4471 • www.cccua.edu

## POSITION ANNOUNCEMENT/APPLICATION PERIOD EXTENSION

### **Purchasing Specialist**

**(Non-Classified Position/Full-Time/De Queen Campus)**

This position will assist with all aspects of purchasing to payables, including processing purchase requisitions/orders and assisting with the purchasing process, as well as communicating with Accounts Payable to ensure proper payment of invoices. This person will also need to conduct competitive bids and help with contracting, maintain vendor files, and maintain the employee travel and purchasing card program. This person will also maintain our online business ordering accounts and punchout system as needed. This person will be responsible for reporting requirements for general purchasing, cooperative contracts, and PCS/TGS contracts to the state of Arkansas, as well as other state reporting. This person will maintain records for fixed assets monthly and stocking the employee supply closet. This person may also serve as a backup for other departments in the Business Office.

#### **REQUIREMENTS**

- Must have a High School Diploma or Associate Degree in Business or related field Preferred
- Must have at least two years of purchasing or related business experience; experience working with contracts preferred
- Must be familiar with general ledger software, and Microsoft Word and Excel
- Must have excellent oral and written communication skills
- Must have the ability to interpret data and create reports and documents
- Must be a quick learner and be able to multi-task very well
- Must have excellent customer service skills and the ability to get along with co-workers

#### **ANNUAL SALARY**

\$28,000 combined with an excellent benefits package consisting of health, dental, life, long and short-term disability insurances, a retirement plan with employer matching contributions, paid annual and sick leave, and educational assistance.

**All applications must include a cover letter, an updated resume, and copy of high school diploma or GED. Applications received without the required documents will be incomplete and will not be considered for the position.**

#### **DEADLINE FOR APPLICATIONS**

Tuesday, May 14, 2024

#### **FOR OUTSIDE APPLICANTS TO APPLY:**

Go to [www.cccua.edu](http://www.cccua.edu), click the "ABOUT" link, select "Employment Opportunities", then click the "View Available Jobs-External Applicants" link. Find Job Requisition **R0054690**, then click the blue "Apply" link at the top of position posting and follow the process.

#### **FOR INTERNAL APPLICANTS TO APPLY FOLLOW THESE STEPS:**

1. Log in to Workday
2. Search "Find Jobs" in the search box to view all open positions
3. Once you have submitted an application, click "My Applications" to view the status

Call (870) 584-1104 or 870-584-1164 if you have questions, or email [hr@cccua.edu](mailto:hr@cccua.edu).

UA Cossatot is an EEO/AA/ADA employer.