



BUYER

Recruitment #18-S2-0039

Date Opened:	8/4/2017 8:00:00 AM
Closing Date:	Open until filled
Hiring Range:	\$42,430-\$60,590
Department:	FINANCE AND PROCUREMENT
Job Type:	Open and Competitive
Full/Part-Time:	Full-Time
Eligible For:	Full Benefits
Reg/Temp:	Regular

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JOB DESCRIPTION

Loudoun County's national award-winning Procurement office is seeking a highly motivated Senior Buyer to support departments County-wide with their small purchasing needs. This position is responsible for most contracts county-wide with a value up to \$100,000 including negotiating, signing and awarding. An experienced individual is needed to contract for a wide variety of goods and services in compliance with the Virginia Public Procurement Act within the parameters of the Procurement guidelines and goals. Position provides procurement research, advice, and guidance to department heads, division/program/project managers, vendors, and other government procurement offices. The Senior Buyer also assists departments in handling their own small purchase requirements. Excellent written and oral communication and public presentation skills, as well as attention to detail and good organization and planning skills are essential for this challenging position. Successful candidate must have excellent computer and research skills and experience with an automated purchasing system. Knowledge of the Virginia Public Procurement Act is preferred, but training will be provided. State or local government experience is desired.

JOB REQUIREMENTS

Any combination of education and experience equivalent to a Bachelor's degree in procurement, business administration or related field and two years of experience in the procurement of supplies and services is required. Experience using web-based systems is required. CPPB certification required within three years of hire.

POST CONDITIONAL OFFER CONTINGENCIES

Credit, background and DMV record checks will be conducted on the successful candidate.

Click on a link below to apply for this position:

Fill out the Application NOW using the Internet.



If you have questions about how to apply online, you may contact us by phone at (703) 777-0213 or e-mail us at HR@loudoun.gov. EOE.

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