

## PURCHASING MANAGER

The City of Salem is currently accepting applications for the position of Purchasing Manager. This position will prepare Invitations to Bid and Requests for Proposal, manage all purchasing functions, prepare and maintain detailed purchasing records, and oversee the credit card program. A high school diploma and experience or training in procuring goods and services is required. A Certified Professional Public Buyer (CPPB) is preferable. Persons interested in this position must complete a City of Salem application at [www.salemva.gov](http://www.salemva.gov) or contact the Human Resources Dept. at 114 N. Broad St., Salem, VA 24153. Applications will be accepted until 5:00 p.m. on January 23, 2023. EOE