



## Senior Buyer

Fauquier County, Virginia, Finance Department is seeking an enthusiastic Senior Buyer to join our Procurement team. Reporting to the Procurement Manager, the ideal candidate has a thorough knowledge of Procurement Policy and Procedure, and will oversee the issuance and management of Invitation For Bid (IFBs) and Request for Proposals (RFPs) for over thirty commodities for both Fauquier County and Fauquier County Public Schools, in addition to seeking and managing cooperative contracts for those commodities. Preferred candidate will have thorough knowledge of the Virginia Public Procurement Act, strong analytical and technical writing and communication skills, strong focus on customer service, and a professional attitude. CPPB certification preferred.

To learn more about this exciting opportunity in our thriving community, visit [www.fauquiercounty.gov](http://www.fauquiercounty.gov). For complete job description and to apply, please visit: [jobs.fauquiercounty.gov](http://jobs.fauquiercounty.gov). Any questions can be directed to Human Resources at 540-422-8300.

EEO/AA/M/F/D