

CLOSED: City of New Bedford is hiring for an Administrative Coordinator (Purchasing Department) position

***** This job has been filled and is no longer available. *****

PAY: \$47,339 – \$59,178

Provides administrative support to the Purchasing Department; primarily responsible for providing administrative management for the office's day-to-day operations; attends meetings, performs technical and administrative duties as requested from the supervisor and a variety of technical work to provide cost effective purchasing procedures in compliance with Massachusetts law. Processes, manages and reviews financial items for Department including accounts receivable, purchase orders, contracts, bids, and methods of procurement. Receives and reviews reports pertaining to specific Department matters; analyzes and provides documentation of the filing of reports; follows up with appropriate employees regarding information contained in reports.

Prior experience with Public Procurement preferred. Possession of a Massachusetts Certified Public Purchasing Official (MCPPO) designation preferred, or ability to procure a designation within two years of hire. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency

requirement. EE0