## March 22, 2010

##### PLEASE POST PLEASE POST PLEASE POST

**Garland Independent School District**

501 S. Jupiter Rd.

Garland, Texas 75042

# JOB VACANCY

**POSITION:** **Maintenance Dept. -** **Purchasing Operations Specialist**

## Pay Grade : MT-5 $13.36 per hour / $27,789 annual

**QUALIFICATIONS:**

High School Diploma or Equivalent

Good computer skills including Microsoft Word and Excel

ORACLE training and knowledge preferred

Detail oriented

Good written and verbal communication skills

Ability to handle confidential information

Exhibit initiative in performing routine office functions

Work well with all levels of staff

Self starter and good time manager

**ESSENTIAL FUNCTIONS:**

Enter all requisitions for maintenance and facilities

Maintain a current vendor log with ID# and CPA#

Stay current with all district bids and bid #s

Handle all expense transfers between maintenance and other depts.

Process all expense reimbursements and check requests

Balance and maintain petty cash account

Set up and maintain vendor files

Responsible for copier upkeep and supplies

Post purchases and work order numbers in school dude

Book continuing education classes and travel arrangements for

department

**APPLICATIONS:** Submit applications and resume with references to

**Jim Ross, Director of Auxiliary Personnel**

501 S. Jupiter Rd. Garland, TX. 75042

972-487-3071 (Secretary)

**Direct questions / will report to:**

**Jimmy Beach, Asst. Director - Maintenance Operations**

972-487-4128

**DEADLINE:** Until filled

**INTERVIEWS:** Conducted as needed