## 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