

### **Procurement Coordinator**

The Town of North Hempstead, a municipality with 235,000 residents, located on the north shore of Long Island in Nassau County, is seeking a Procurement Coordinator. The Procurement Coordinator coordinates the procurement of materials and supplies and performs related duties as required. Key functions include:

- Coordinates the procurement of materials and supplies.
- Reviews all purchase requisitions for compliance with budget allotment and specifications.
- Coordinates the preparation of purchase specifications and the processing of purchase requisitions.
- Consults with and interviews vendors regarding purchase of commodities, equipment and supplies.
- Coordinates inventory activities including storage and issuance of equipment and supplies
- Prepares, reviews and responds to correspondence
- Coordinates and participates in preparing reports and maintaining records.
- May supervise subordinate staff, as required.

Needed Skills and abilities:

- Considerable knowledge of purchasing and procurement.
- Considerable knowledge of storekeeping and inventory control.
- Knowledge of purchase specifications and requisitions.
- Ability to maintain records and prepare reports.
- Ability to supervise subordinate personnel.
- Ability to express oneself effectively, both orally and in writing

The successful candidate must possess high school education, (college preferred) and four years of satisfactory experience procuring materials and supplies. Those interested in the position should have the ability to work in a fast-paced, team-oriented environment, have strong interpersonal and communications skills, and should have a strong interest in public service. North Hempstead offers a strong benefit package, including a defined benefit pension plan, comprehensive medical, an optional deferred compensation plan, and a generous paid vacation and holiday schedule.

**If interested in the position, please email a resume plus cover letter summarizing qualifications and salary requirements to Robert Weitzner, Commissioner of Finance/HR, at email: [careers@northhempsteadny.gov](mailto:careers@northhempsteadny.gov)**