

Camden County Purchasing
1 Court Circle NW Suite 1
Camdenton, MO 65020

Purchasing Director Janet Fry
Email: melissa_peters@camdenmo.org
Fax: 573-317-3813

Job Posting Title: Part-Time Assistant to Purchasing Director

Starting Pay: \$14.50

Hours: Hours will be flexible of Monday Friday during regular business hours

Responsibilities include, but not limited to:

- Performing work that requires typing, data entry, scanning, filing, sorting, distributing, processing mail or freight, along with receiving/distributing inventory
- Maintains the integrity and confidentiality of purchasing department and mail room
- Assists with projects by gathering, copying documents
- Answers frequently asked questions from employees
- Other Duties as assigned

Preferred Skills and Qualifications

- Requires graduation from a general or technical high school or equivalent
- Strong analytical, mathematical, decision making and problem-solving skills
- Ability to work independently and cooperatively as part of a team, as well as ability to anticipate work needs and interact professionally with a diverse team
- Excellent multi-tasking skills and extremely detail oriented
- Proficient in Microsoft Office applications
- Interpersonal communication with particular attention to confidentiality. This includes written, verbal, and presentation skills
- Ability to stand, stoop, bend, or sit for extended periods of time. And the ability to pick up at least 30 pounds

HOW TO APPLY: Submit application to Melissa Peters, at 1 Court Circle NW Suite 18, Camdenton, MO 65020, or Via Email @ Melissa_peters@camdenmo.org or Via Fax 573-317-3813 Monday through Friday between the hours of 8:00am – 4:00pm.

Camden County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Camden is a drug and alcohol free work place. A pre-employment drug screening and background check is required for all positions.