



TOWN OF SAUGUS

HUMAN RESOURCES
298 CENTRAL STREET
SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-4142

Fax: (781) 231-5666

Job Posting

PURCHASING COORDINATOR

Applications are being accepted for a full-time Purchasing Coordinator for the Town of Saugus. Knowledge of Mass General Laws pertaining to preparing of Bids, RFP or Quote agreements needed. Must oversee the expenditure of Town funds for construction projects, the purchase of materials, equipment and services conform to applicable State and Local laws. Recommends substitutes where a savings in costs or improved delivery will result; Attends conferences or other meetings pertaining to purchasing and related buying activities; Will assist with the MSBA Saugus High School Building Project; Reviews requisitions and purchase orders with departments for clarification.

Must have a AS (BS Preferred) or 3-5 years Municipal experience, Must be OIG Certified or Achieve your OIG Certificates; good oral and written communication skills, and a thorough knowledge of Microsoft Office, Excel, Word and the Internet, Must be able to work independently.

Applications will be accepted until position is filled.

Please email applications/resumes to: lcrowley@saugus-ma.gov

Town of Saugus
Lisa R. Crowley
H.R. Director
298 Central Street
Saugus, MA 01906

Applications will be kept on file for a period of one year. The Town of Saugus is an equal opportunity employer. Federal Law forbids discrimination based on race, religion, sexual orientation, national origin, age, marital status, or disability.