



# TOWN OF SAUGUS

HUMAN RESOURCES  
298 CENTRAL STREET  
SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-4142

Fax: (781) 231-5666

## Job Posting

### **Purchasing Manager Town of Saugus**

Applications are being accepted by the Town of Saugus for a full time Purchasing Manager. This person will be responsible for ensuring that the Town engages in cost effective purchasing procedures and follows Massachusetts law governing procurement of municipal supplies, services, materials, equipment, and construction projects. Serves as liaison to regulatory agencies, vendors, contractors, engineers, and architects and the general public. In partnership with the Procurement Director manages the MUNIS Purchasing Module and on-line requisitions and purchase orders.

Requirements for the position are: Bachelor's degree and/or 3-5 years of Municipal experience, good oral and written communication skills, attention to detail, a thorough knowledge of Microsoft Windows, Excel, Word and the Internet or equivalent combination of education and experience required. Experience in MUNIS financial and purchasing modules is preferred.

Massachusetts Certified Public Purchasing Official (MCPPO) designation required or attainable within twelve months of hire. Applications will be accepted until position is filled.

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, gender, national origin, age, marital status or disability.

Please email applications/resumes to: [gchristina@saugus-ma.gov](mailto:gchristina@saugus-ma.gov)

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