



JOB OPENING

JOB TITLE:	Buyer
POSTING DATE:	July 19, 2024
CLOSING DATE:	Open until filled.
DEPARTMENT/DIVISION:	Central Services
EMPLOYEE GROUP:	General
EMPLOYEE STATUS:	Regular / Full-Time
START DATE & WORK SCHEDULE:	ASAP Monday – Friday, 8:30 a.m. – 4:30 p.m.; Must be able to work a flexible schedule, including evenings and weekends.
PAY RATE:	\$64,843 - \$74,227.50
PREVIOUS WORK EXPERIENCE:	Two years of experience as a buyer preferred. Experience with public and governmental purchasing and procurement programs and processes and their application to municipal operations desirable. Knowledge of material specification and terminology and competitive bidding processes and practices.
EDUCATION:	Bachelor’s degree in Business or a related field.
SPECIAL SKILLS & TRAINING:	Candidate must have basic Computer Skills, Basic Skills in Financial and Purchasing software applications, Spreadsheet and word processing skills, knowledge of P-Card management.
BASIC RESPONSIBILITIES:	Procures a wide variety of services, equipment, supplies or materials for City departments in accordance with the City's purchasing policies and procedures. Strong work ethic with an ability to prioritize multiple tasks and follow through in a timely manner; possess effective and cooperative communication and interpersonal skills along with the ability to work in a busy office environment where attention to detail is critical and where sound judgment and analytical ability is essential.
HOW TO APPLY:	All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration. Current employees should submit a letter of interest and resume to Human Resources.

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.