

Inventory & Purchasing Specialist

Department

Finance Department

Summarized Description

The employee in this position is under the direct supervision of the Finance Director and is responsible for the purchasing functions of the City. Additionally, the employee will handle inventory of equipment and supplies for City departments as well as other various clerical & financial duties.

Required Qualifications

- 18 Years Old;
- Possess a Valid Driver's License ;
- High School Diploma or equivalent;
- 2-5 years minimum clerical and customer service experience;
- Knowledge of principles and procedures of financial record keeping and reporting;
- Proven ability to communicate clearly and concisely both orally and in writing;
- Must be able to lift 25 pounds.

Preferred Qualifications

- Procurement and/or Inventory experience

The City of East Ridge is an Equal Opportunity Employer and TN Drug Free Workplace

This position will be open until filled. Applications may be submitted electronically to Michelle Sinigaglio, Human Resources Director.

Email: msinigaglio@eastridgetn.gov

Applications may also be mailed to City Hall.

City of East Ridge
ATTN: Human Resources
1517 Tombras Avenue
East Ridge, TN 37412