



PROCUREMENT SPECIALIST

Purpose of Position:

Responsible for the efficient operation of all phases of the utility's procurement system, working within the parameters established by the Procurement Division Management. Performs administrative and clerical work in the acquisition and control of materials and inventory supplies for the Authority. Provides administrative support to the Finance Department personnel. Acts as backup for the Senior Procurement Specialist and Warehouse Inventory Parts Technician.

The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Minimum Qualifications:

- Valid Florida Driver's License
- High school graduate or equivalent.
- Demonstrated successful experience in procurement, preferably for public or private water and wastewater utility.
- Excellent working knowledge of Microsoft Office Solutions.
- Forklift driving experience or certification preferred.

Salary range: (PG 56): \$26.57 to \$43.58 hourly.

Outside Hire Starting Pay Range: \$26.57 to \$35.06 hourly depending on qualifications and experience.

Closing date is: January 22, 2025

Excellent benefits to include employer-paid health, dental, life, short & long-term disability and retirement.

To obtain a job application, please visit the Seacoast Utility Authority website at <http://www.sua.com/hr-careers/career-opportunities>

Please submit your application to:

Seacoast Utility Authority
Human Resources Department
4200 Hood Rd
Palm Beach Gardens, FL 33410
E-Mail: HR@sua.com
Phone: 561-656-2258