

**Purchasing Specialist**  
**North Carolina A & T State University**

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Posted Nov. 13, 2019, set to expire Mar. 14, 2020

<b>Job Title</b>	Purchasing Specialist
<b>Department</b>	Procurement Services
<b>Institution</b>	North Carolina A & T State University Greensboro, North Carolina
<b>Date Posted</b>	Nov. 13, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Fiscal Services
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**Job Description**

The Procurement Specialist is responsible for the execution of all forms of procurement, both formal and informal, for all goods and services procured by the University. The Procurement Specialist will ensure that procurement is executed in accordance with policies and procedures, as well as state and county regulatory requirements. The Procurement Specialist will work with department managers in the development of specifications and preparation of documents for RFQs, RFP, and RFBs. They will support the procurement process including the selection of qualified vendors and issuance of contracts or purchase orders.

This position is responsible for the procurement of product and services for various departments; specifically Facilities.

**Contact Information**



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**Contact**

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