

Employer: **Texas State Board of Pharmacy**

Job Title: **Purchaser III**

Job Type: **Employee**

Job Status: **Full Time**

Hours / Shifts:

Salary Range: **\$2645 to \$3716 monthly**

Job Location: **333 Guadalupe St, Ste 3-600; Austin TX 78701**

Relevant Work Experience (Time): **2 - 5 yrs**

Relevant Work Experience (Education/Position): **Experienced (Non-Manager)**

Education Level: **High School or Equivalent**

Job Description: **Performs moderately complex purchasing work. Work involves negotiations in purchasing commodities and services through open market or by contract. Work involves research of expenditures in preparation of agency budgets. Maintains automated systems (fleet management), related records and reports. May assign and/or supervise work of others. Reviews work in progress and upon completion for accuracy and conformance to procedures. Works under the direct supervision of the Chief Accountant and general supervision of the Director of Administrative Services. Moderate latitude for the use of initiative and independent judgment.**

Special Requirements **Applicant must submit cover letter focusing on unique qualifications for the position. Must complete State of Texas Application for Employment. Resumes will not be accepted in lieu of State Application. Application must be completed with all requested information. Incomplete & unsigned applications will not be considered. Applicants who are selected for interviews will be required provide proof of educational credentials; applicant must be eligible and authorized to work in the U.S.; Texas State Board of Pharmacy requires a consent for criminal background check from all applicants completed at time of application. Application must be received by 5:00 pm on Monday February 6, 2012. Contact Robbi Dana at 512/305-8014 for a detailed copy of job description and state of Texas application form. Job description may also be downloaded from the TSBP website: <http://www.tsbp.state.tx.us>. The State of Texas application form may be downloaded from the Texas Workforce Commission's web site: <http://www.twc.state.tx.us/jobs/job.html>. Mail or fax completed applications to: Texas State Board of Pharmacy, 333 Guadalupe St, Ste 3-600, Austin Texas 78701, FAX 512/305-8009.**

Contact Person: **Jane Bennett**

Contact Phone: **512-305-8017**

Contact Email: robbi.dana@tsbp.state.tx.us

Employer Web Site: www.tsbp.state.tx.us

Confirmation

Send a copy of the form data to your own email address.