



## Seacoast has an immediate opening for: PROCUREMENT SPECIALIST

Duties include a variety of skilled and semi-skilled technical work in the operation of the Procurement Department.

### Purpose of Position:

- Responsible for the efficient operation of all phases of the utility's procurement system, working within the parameters established by Procurement Division Management.
- Performs administrative and clerical work in the acquisition and control of materials and inventory supplies for the Authority.
- Participates in daily activity of the warehouse, issues and distributes parts, supplies and equipment. Prepares, reviews, and maintains inventory control records and reports, and obtains competitive quotes for various items stocked in the warehouse.
- Provides administrative support to the Finance Department personnel.
- Acts as backup for the Senior Procurement Specialist and Warehouse Coordinator.

### Minimum qualifications:

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

Rate-of-pay range (PG 55, non-exempt): \$20.37 to \$33.81 hourly

Closing date is: May 7, 2021

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 <https://www.sua.com/employment>

Please submit your application to:

Seacoast Utility Authority  
Human Resources Department  
4200 Hood Rd  
Palm Beach Gardens, FL 33410  
E-Mail: [hr@sua.com](mailto:hr@sua.com)  
Phone: 561-656-2258