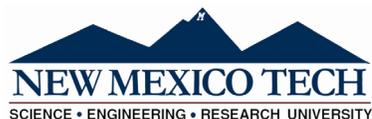


Posted: February 17, 2026



POSITION ANNOUNCEMENT

TITLE: BUYER I

DEPT: PURCHASING SERVICES

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$18.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8%, with a maximum pay rate of \$18.00.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: 02/26/2026* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

This position is responsible for procuring small orders (up to \$20K) for supplies, equipment, and services for New Mexico Tech by processing requisitions, purchase orders, and change orders. They will process the majority of Amazon Business requisitions and serve as the commodity buyer for standard computer equipment and accessories.

JOBS FUNCTIONS:

Prepares and processes requisitions, purchase orders, and change orders for goods and services in conformance with the New Mexico Statutes Annotated (NMSA), the Federal Acquisition Regulations (FAR) and university policies and procedures. Specializes in purchases orders for Amazon Business.

Serves as the primary commodity buyer for standard computer equipment and accessories. Liaison for computer vendor sales representatives and end users.

Assists with identification of vendor sources for procurement.

Maintains purchase order information. Scans purchase order data into Banner and files purchase order paperwork.

Performs other duties as assigned by the Associate Director of Purchasing Services.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. High productivity while managing multiple concurrent tasks and shifting priorities. Attention to detail and accuracy with data entry. Proficiency in Microsoft software, i.e. Word and Excel.

DESIRED QUALIFICATIONS:

Experience researching vendors and cost comparisons. Knowledge of NMT purchasing policies and procedures.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 10%	Sitting 75%	Walking 10%	Pulling
Pushing	Lifting 5%	Stooping	Kneeling
Crawling		Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu