POSITION ANNOUNCEMENT

TITLE: BUYER I
DEPT: EMRTC

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $14.00-$17.75

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

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 November 19, 2021* 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 DUTIES:
Responsible for procurement of materials equipment and services for assigned area and commodity within State, Federal and Institute Procurement Regulations. Support general accounting operating, assist with data gathering analysis and payroll.

REQUIRED QUALIFICATIONS:

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 215, Socorro, NM 87801-4796