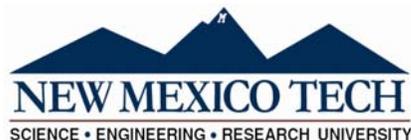


**Posted:** October 22, 2020



## POSITION ANNOUNCEMENT

**TITLE:** PROCUREMENT CARD ADMINISTRATOR AND RECEPTIONIST **DEPT:** PURHCASING

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$11.00-\$12.50

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

**INTERNAL POSTING THROUGH:** October 30, 2020\* 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:

Administration of NMT's purchase / travel card and fuel card programs. Assists the director and associate director with scheduling, meetings, and greeting visitors. Responsible for creating and maintaining the NMT Bidder's List. Daily administration, filing and monitoring of existing and new purchase card files. Monthly reconciliation of statements to Works and Banner. Assist card holders and merchants with problematic transactions. Interfaces with travel regarding the purchase cards used for travel. Greets and directs visitors, assists director with administrative tasks. Trains new cardholders. Performs other duties as assigned by the director.

### REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, basic composition and math. Computer knowledge in using Microsoft Office software required. Department reports created through Excel or Access required. Accounting experience desired. Knowledge of Banner software desired. Strong communication skills both oral and written required. Secretarial and clerical experience required. Computer Experience with on-line administrative banking institutions or similar business institutions required.