

Employer:	BEXARMET WATER DISTRICT
Job Title:	BUYER I
Job Type:	Employee
Job Status:	Full Time
Hours / Shifts:	8 TO 5
Salary Range:	37,000
Job Location:	SAN ANTONIO
Relevant Work Experience (Time):	2 - 5 yrs
Relevant Work Experience (Education/Position):	Experienced (Non-Manager)
Education Level:	High School or Equivalent
Job Description:	<p>Under general supervision this position is responsible for buying materials, developing solicitations and records retention. High School diploma or General Education Development (GED) certificate supplemented by two years of college in a related field, and two years experience in purchasing commodities and services or equivalent combination of education and experience preferred. Certification from the State of Texas (Certified Texas Buyer) is preferred or must be obtained within 6 months from employment. Applicant must have knowledge of Texas Government Purchasing practices and procedures, basic accounting skills, and good communication orally and in writing. Applicant must have basic knowledge of Microsoft Outlook, Excel, PowerPoint, Access, Publisher, and Word. Applicant must have basic knowledge on office equipment such as a copy machine, fax machine, telephone, calculator, and scanner.</p>
Special Requirements	Please apply online at www.bexarmet.org only online applications will be considered.
Contact Person:	Rebecca Ledesma
Contact Phone:	210.354.6509
Contact Email:	hr-recruit@bexarmet.org
Employer Web Site:	www.bexarmet.org