

Job Posting

Position: Purchasing Assistant

Location: Bowie County Courthouse

Responsibilities: Prepare request for proposals and bids, maintain purchasing filing system for bid folders and contract agreements according to retention schedule. Issue purchase orders, verify invoices, inventory county equipment, update county insurance, and receive deliveries and distribute items to appropriate departments. Other duties as assigned.

Qualifications: Must possess a high school diploma or equivalent. Must be able to operate a personal computer and associated software including Microsoft Excel and Word. Minimum of one-year clerical experience required.

Applications are online at co.bowie.tx.us under the Employment Opportunities tab. Applications and resumes can be emailed to payroll@bowiecounty.org or you may turn them in to the Bowie County Auditor located at the Bowie County Courthouse, 710 James Bowie Drive, New Boston, TX 75570.