

2023 SEP 14 PM 1:59

Job Posting

Job Opening Date: September 14, 2023

Position: Purchasing Assistant

Location: Bowie County Courthouse

Salary: \$30,000 - \$36,000

Responsibilities: Maintain county purchasing filing system for bid folders and contract agreements according to retention schedule. Issue purchase orders, inventory county equipment , update county insurance, and receive deliveries and distribute items to the 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.