Lowell Observatory is seeking a Purchasing Agent. The Purchasing Agent is part of Lowell Observatory’s Business Office. Work is performed at the Mars Hill campus. This position reports to the Deputy Director of Administration.

Responsibilities

All procurement and purchasing activities; bid analysis, invoice auditing; purchasing forms; bid requests; material requisitions; purchase orders; reports; trending; fixed asset auditing.

- Considers price, quality, availability, reliability and technical support when choosing suppliers and merchandise
- Assists staff in finding needed materials, supplies and equipment
- Verifies purchase requests have authorizations for purchases; communicates with staff regarding timing, price and type of orders to be placed
- Place Internet orders with various vendors; follows up on charges to American Express card, reconciles month end statement to order documentation
- Creates purchase orders in the Financial Edge system; communicates with vendors and follows up on orders
- Matches up PO with Invoices and receiving reports or packing slips
- Produces open PO reports from Financial Edge; verifying to open PO paperwork
- Fixed Asset – physical inventory
- Record retention custodian
- Year-end audit – assists with document retrieval & schedules
- Updates job knowledge by participating in educational opportunities
- Other accounting and general office duties may be assigned

Qualifications

- Experience with purchasing office supplies and equipment; computers; technical equipment and materials for mid-size or larger company
- Working knowledge of technical goods and services
- Some knowledge of contract documents and federal grant procurement standards
- Attention to detail; organization of work materials and files essential
- Ability to prioritize work effectively under pressure, timelines and complete tasks on schedule
• Excellent interpersonal skills and ability to work effectively and professionally with departments, agencies and personnel of diverse backgrounds
• Self-motivated, able to work with little supervision
• Proficient with Office Suite, advanced excel and word skills

Education/Experience

Minimum 3 years of purchasing and/or accounting experience in a mid-size or larger company.
BS/BA degree preferred. Purchasing, invoicing and reporting experience desired. Strong written and oral communication skills with advanced computer and data entry skills. Must be able to interact professionally with all employees and vendors. Flexible work schedule offered.

Status: Part-Time, Regular
Hours: 20-25 hrs. /week
FLSA Classification: Non-Exempt
Compensation Type: Hourly – rate $17-$19
Benefit Eligible: No
Location: Mars Hill Campus Flagstaff, AZ

Preferred schedule: 5 / 5 hour days, or 4/5 hour days with some consistency example 9-3:30 or 8-2:30; non-exempt employees scheduled more than 5 hours must take an unpaid half hour break.

Please complete an application* found at (https://lowell.edu/about/employment/) and send it with a resume, letter of interest addressing your qualifications phone numbers and/or e-mail addresses of three references to humanresources@lowell.edu. Deadline for applications is 5pm Thursday April 21st. *If you have filled out a Lowell Application in the last two years and believe it to be on file in the HR office, you are not required to fill out another one. Please contact Human Resources if you wish to confirm it is on file.

Lowell Observatory is an Equal Employment Opportunity/Affirmative Action employer and provides equal employment opportunity to all persons without regard to race, color, religion, sex, national origin, age, genetic information, disability, veteran status, political beliefs, sexual orientation, and marital and family status.

Lowell Observatory provides reasonable accommodations to applicants with disabilities. This nonsmoking campus is at an elevation of 7,000 ft/2100m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.

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