



CITY OF SWEETWATER

EMPLOYMENT OPPORTUNITIES

POSTING DATE: 6/26/2023

The City of Sweetwater is accepting applications for the following positions. For information on position qualifications and the application process, please visit the receptionist at: Sweetwater City Hall 500 SW 109th Avenue, Sweetwater, FL 33174

PROCUREMENT SPECIALIST – POSITION # 1171 – FULL-TIME

Applications will be considered on a first-come, first-served basis. Deadline for accepting applications: Until Filled

The Procurement Specialist reports to the Finance Director. The Procurement Specialist is responsible for assisting with the procurement process, including contract management and negotiations. The Procurement Specialist will also be responsible for managing and maintaining vendors, negotiating contract terms and conditions, ensuring compliance with all related laws and regulations, analyzing and evaluating supplier performances, managing daily, monthly and quarterly reports, developing supplier relationships, and coordinating with other departments.

Minimum Qualifications and Requirements

A bachelor's degree in Finance, Business Administration, Accounting or a related field

Must be fluent in English and Spanish

Ability to perform detailed work involving written and number data

Perform arithmetic calculations rapidly and accurately

Knowledge of computerized financial system processes, practices, and procedures

City of Sweetwater. Human Resources

500 SW 109th Avenue Sweetwater, FL 33174

EQUAL OPPORTUNITY EMPLOYER. <http://www.cityofsweetwater.fl.gov/>