



# Metropolitan Nashville Airport Authority<sup>SM</sup>

## Purchasing Technician (Requisition: 17-0041)

The Purchasing Technician is responsible for supporting activities involving the purchase of goods and services in accordance with MNAA procedures. Other responsibilities include processing vendor applications and managing the pre-qualification and quality assurance processes for vendors/contractors.

- Supports activities involving the purchase of goods and services in accordance with MNAA procedures.
- Processes vendor applications.
- Manages insurance certificate processing, renewals and filing.
- Manage the pre-qualification and the quality assurance processes for vendors/contractors.
- Serves as backup p-card administrator as needed.
- Serves a backup for the Purchasing Buyer as needed.

Knowledge of principles, practices, laws and regulations related to purchasing. Contract compliance for Disadvantage Business Enterprise (DBE) program, Small, Minority and Women-Owned Business Enterprise (SMWBE) program, and related federal, state and local regulations. The principles of contract preparation, costing, auditing, management and administration.

High school diploma or equivalent required. Some college in a related field preferred.

**Accepting applications through:** Friday, October 20, 2017

**Salary Range:** \$33,954 - \$42,443

**Work Schedule:** Monday – Friday, 8 a.m. – 5 p.m.

**For a complete job description and to apply, visit:**

<https://www.flynashville.com/about/pages/careers.aspx>

A kiosk is available in the Human Resources Department located on the fourth floor of the terminal.

The Metropolitan Nashville Airport Authority is an Equal Opportunity Employer and Drug Free Workplace.

Human Resources, One Terminal Drive, Suite 501, Nashville, TN 37214 - (615) 275-1622

Hours: Monday – Friday, 8 a.m. – 5 p.m.

Employment with the Metropolitan Nashville Airport Authority is contingent upon the ability to be granted a security badge as mandated by the FAA. Post job offer background checks include an education/experience check, a medical physical exam, a drug screen, a motor vehicle report, a credit report and a fingerprint-based criminal history records check.