

Job Posting: Purchasing Professional

Location: Long Valley, NJ (Washington Township MUA)

Status: Full-Time

The Role:

This position performs procurement for a small public authority, ensuring strict compliance with **NJ Local Public Contracts Law (NJLPCL)**. Manage vendor contracts, prepare bid/proposal requests, and work across departments to meet purchasing needs.

Key Requirements:

- **QPA License** (Qualified Purchasing Agent) or a commitment to attend classes to obtain one.
- **NJ Local Government** purchasing experience is a major plus.
- **Versatility:** As a small organization, other responsibilities will be assigned based on skills. Such areas could be finance, AP, HR, payroll, IT systems management, or customer service.

What's Offered:

- Enrolment in the state **Pension** system.
- **Health Benefits** and **Paid Time Off**.
- **Salary range:** \$70,000 – 90,000 commensurate with experience/qualifications.
- Equal Opportunity employment environment.

Send all resumes to jwaller@wtmua.org. Please, no phone calls.