



Public Health
Prevent. Promote. Protect.
Dayton & Montgomery County

Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2nd Floor, Dayton, Ohio 45422

(937) 225-4406 • Fax (937) 496-3070

Email: humanresources@phdmc.org • www.phdmc.org

Facebook/Twitter: @PublicHealthDMC • LinkedIn: @public-health-dayton-&-montgomery-county

POSITION AVAILABLE

Position: Purchasing Assistant
Department: Purchasing/Facilities
Office: Administration

Posting Date: May 29, 2020
Hours: Full-time, M - F 8 am - 4:30 pm
Starting Salary: B29/1 \$16.43/hr.; \$34,174.40/Annual

Minimum Qualifications:

- A High School diploma or equivalent, with 4 years of experience in purchasing methods and facility operations.
- Must possess a working knowledge of all Microsoft Office Products
- Ability to type 35 wpm

Preferred Qualifications:

- Associates Degree, 2-4 years' experience with government procurement practices and methods and facility operations.
- Working knowledge of Microsoft Word, Outlook, Excel, and PowerPoint.
- Valid Ohio driver's license and access to a motor vehicle

Responsibilities include but not limited to:

- Position will be responsible for oversight of various facility and purchasing activities requiring considerable knowledge of procure-to-pay processes, facility operations, office procedures and practices, and providing general administrative/clerical/receptionist support to the Office of Administration.
 - Strong Interpersonal skills
 - Skills include being customer service oriented
- Answers multiline telephones, and directing callers; handling basic inquiries and complaints.
- Greeting public and employees in a professional manner.
- Operates office equipment (i.e. personal computer, photo copier/printer, fax)
- Also, the ability to adjust to changing priorities and lead multiple projects simultaneously while working in a fast-paced environment.
- Serves as back up to other support staff
- May be required to play an active role in the event of a public health emergency, crisis, outbreak, incident. This may include change in responsibilities and working locations/hours.

PHDMC provides a quality, affordable benefits package to employees, including the following:

- Vacation, sick and personal leave, Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)
- Eligibility to contribute to a Deferred Compensation Program (Section 457) plan

How to apply:

- Complete the application found on our website: www.phdmc.org/about/employment-postings.
- Fax, email, or deliver the completed application to Human Resources at:
Public Health – Dayton & Montgomery County
117 South Main Street, 2nd Floor
Dayton, Ohio 45422
Fax (937) 496-3070
humanresources@phdmc.org

Closing Date to Apply: June 16, 2020 or until position is filled.

Position is subject to a criminal background check.

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

PUBLIC HEALTH- DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION ("BFOQ").