

**POSITION AVAILABLE**  
**[PURCHASING ASSISTANT]**

Colleton County Government is accepting applications from qualified individuals for the position of Purchasing Assistant in the Capital Projects and Purchasing department. The successful candidate will, under general supervision, perform daily duties related to management of the County purchasing policies to include, contract monitoring, grant monitoring and implementation. Coordinates the capital projects accounts payable process and functions related to the purchasing for all capital projects. Assists in soliciting bids pertaining to contractual services, equipment, supplies, grant projects, capital purchases and major capital projects. Reports to the Purchasing Manager.

Requires a high school diploma with three to five years' experience performing data entry functions and providing customer service in a fast-paced environment; or any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities. Must possess a valid driver's license and have a good driving record; submit a 3-year driving record along with application. Pre-employment drug screening and a satisfactory background check is also required.

Submit applications at the nearest SC Works Center or the Career Skills Center located at 1085 Thunderbolt Avenue, Walterboro, SC 29488. The position will remain open until filled. Only qualified applicants will be contacted for an interview. Colleton County Government is an Equal Opportunity Employer.

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**GRADE: 6**

**HOURLY RATE OF PAY: \$11.80-14.22 DOQ**

**FULL-TIME**

**SC STATE RETIREMENT & INSURANCE**