

Employer: **Fort Bend ISD**

Job Title: **Buyer Material Management Dept.**

Job Type: **Employee**

Job Status: **Full Time**

Hours / Shifts:

Salary Range: **\$37,143-\$55,714**

Job Location: **Sugar Land, Texas**

Relevant Work Experience (Time): **2 - 5 yrs**

Relevant Work Experience (Education/Position): **Experienced (Non-Manager)**

Education Level: **High School or Equivalent**

Bachelor's Degree in Business preferred.

Two to four years of buyer experience required. School or government purchasing experience preferred.

Proficient in the use of Microsoft Word, Excel, Power Point. Good communication skills (verbal, written & interpersonal).

Job Description: **Ability to clearly outline product specifications. Demonstrated knowledge of quality of products, equipment, and services.**

Detail oriented.

Thorough knowledge of the principals and practices of purchasing products, equipment, and services.

Ability to evaluate vendors and vendor services. Ability to establish and maintain effective working relationships with District staff and vendors.

Special Requirements

Contact Person: **Monique Da Sant-Crawford**

Contact Phone: **281-634-5973**

Contact Email: **monique.dasantcrawford@fortbendisd.com**

Employer Web Site: **www.fortbendisd.com**

Confirmation **Send a copy of the form data to your own email address.**