



BOROUGH OF ROSELLE
210 Chestnut Street
Roselle, NJ 07203
(P) 908-241-2014
(F) 908-245-9508

Shanel Y. Robinson
Acting Borough Administrator

JOB OPPORTUNITY

Closing Date for Applications: None
(This posting will remain open until filled)

BOROUGH ADMINISTRATION
QUALIFIED PURCHASING AGENT (QPA) - 02948
Full-Time (32.5 Hours/Week)
Salary Range: \$40,000 - \$90,000

The Borough of Roselle is currently accepting applications for a full-time Qualified Purchasing Agent (QPA). Responsibilities include, but are not limited to: Overseeing public advertising, receiving bids and requests for proposals and awarding of contracts. Reviews requisitions, locates reputable sources of supply, prepares bid specifications and reviews bids. Extensive vendor interaction. Successful candidate will possess a QPA certification issued by the NJ Division of Local Government Services and two (2) years of experience working in a public purchasing department or performing purchasing functions including writing specifications, and the purchasing of equipment, materials and supplies on a large scale.

The Borough reserves the right to appoint a qualified candidate before this advertisement expires.

To Apply:

Cover Letter, resume and salary requirements to:
Human Resources at hr@boroughofroselle.com

The Borough of Roselle is an Equal Employment Opportunity employer.