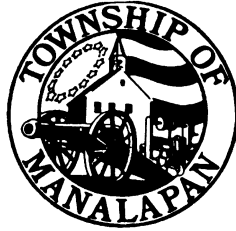


Township of Manalapan

ADMINISTRATION

120 Route 522 • Manalapan, NJ 07726 • 732-446-8308 • Fax 732-446-9615

Website: www.mtnj.org



Business Administrator
TARA L. LOVRICH

POSITION VACANCY

POSITION: PURCHASING AGENT
HOURS: 8:30 am – 4:30 pm

PURCHASING AGENT-Township of Manalapan, Monmouth County is seeing a full-time NJ State Qualified Purchasing Agent. Duties include formulating bid specifications, advertising for bids, analysis of bids received and processing contracts. In addition, candidate will process requisitions and generate purchase orders in compliance with administrative polices, internal controls and State laws. Detailed knowledge of State law is required. Candidate should have at least 2 years of experience in Municipal Purchasing; a valid Qualified Purchasing Agent certificate issued by NJ DLGS or have completed two of the four required courses for the QPA examination, and will be able to complete and possess a QPA certificate within twelve months of hire. Interested candidates may send cover letter, resume and salary requirements to: Township Administrator, 120 Route 522, Manalapan, NJ 07726 or e-mail to: jtoro@twp.manalapan.nj.us EOE