



City of Auburn

Purchasing Analyst

The City of Auburn is seeking a full-time Purchasing Analyst. Duties include managing the purchasing process; ensuring all policies and procedures are followed, property and casualty coverage management, loss claims, tracking and managing existing contracts and leases, negotiating future terms, and administrative functions. Negotiation, database management and strong communication skills required. Experience with bid writing, contract agreements and claims preferred.

Pay range for this position is \$23.78 to \$36.72 per hour and is dependent upon education, training, and experience. The City of Auburn offers an attractive and competitive benefits package including low cost health insurance, dental and vision insurance, pet insurance, life insurance, a retirement choice of a 401 or a MainePERS pension plan, vacation, sick time and parental leave, disability insurance, and a robust wellness program. Auburn is a qualified employer for the Public Student Loan Forgiveness program. The City strongly encourages continuous learning and career growth.

Send cover letter, resume, relevant training and education certificates, and at least three work-related references to: Chandra Elliott, 60 Court Street, Auburn, ME 04210, or e-mail information to celliot@auburnmaine.gov. Telephone is 207-333-6601 ext 1415 or ext 1416. Review of resumes will take place immediately and will continue until the position is filled.

The City of Auburn values diversity and inclusivity and is an Equal Employment opportunity employer with a strong commitment to veterans.