



TCAT
PULASKI

POSITION ANNOUNCEMENT PURCHASING – ADMINISTRATIVE SUPPORT ASSOCIATE

The Tennessee College of Applied Technology – Pulaski is accepting applications for the position of Purchasing-Associate to provide purchasing support to the institution.

REQUIRED QUALIFICATIONS:

- Graduation from a standard high school or post-secondary training in an appropriate field and evidence of work experience to perform the work successfully.
- Minimum of 2 years' experience in purchasing.
- Proficiency in MS Office Suite

PREFERRED QUALIFICATIONS:

- Graduate of a technical business program preferred.
- 2 to 5 years' experience in an office environment preferred.
- Experience in an educational setting.
- Experience with Jaggear purchasing software.

SKILLS:

- Ability to establish and maintain an effective working relationship with the students, the public, and other employees.
- Ability to exercise good judgement in evaluating situations and making decisions.
- Demonstrated ability to consistently meet deadlines and submit accurate reports with close attention to details.
- Demonstrated experience of time management and organizational skills.
- Ability and willingness to maintain confidentiality.
- Ability and willingness to work as part of a team in a fast-paced office environment.
- Ability to organize and prioritize multiple projects at once with minimal direct supervision.
- Ability to read and interpret policies, regulations, and manuals.

RESPONSIBILITIES:

- Purchasing of all items, services used daily, which includes bidding of items/services, when necessary, as well as all bid specs, info and vendor lists as required.
- Establishing accounts/credit as necessary with vendors and requesting vendor's forms/W-9's.
- Receiving of all items shipped and distribution to the appropriate departments.
- Generate inventory tags fiscal assets purchased.
- Work with instructors on textbooks and supply needs for programs.
- Maintain and confirm all procurement and travel card receipts.
- Order books and supplies needed for the bookstore.
- Maintain the cost of items on the Program Bookstore list for all textbooks, testing, and supplies.

- Create, implement, and monitor all purchasing contracts with vendors.
- Organize, set-up, and act as hostess for college events.
- Process all travel authorizations and travel claims, including securing travel for groups.
- Reconcile cashier sessions from accounts receivable to process deposits on a weekly basis as needed.
- Generate and complete monthly, quarterly, and annual purchasing reports.
- Attend professional development as needed.
- Maintain filing system for all purchasing information, including maintaining grant paperwork as required by each grant.

SALARY:

In accordance with guidelines established by the Tennessee Board of Regents and the Tennessee Colleges of Applied Technology.

POSITION TIMELINE:

Job posting will be available to apply for 30 days.

TCAT-Pulaski hopes to have the position filled no later than February 2026.

APPLICATION SUBMISSION & REVIEW:

To be considered for a position at TCAT-Pulaski, you must create an online application at

[Administrative Support Associate - Purchasing - Pulaski, Tennessee, United States](#)

Your skills, abilities, qualifications, and years of experience will be evaluated using what is recorded on your application. Please be sure to include the complete Begin and End Dates under your Employment History. Scan and attach required documents to the online application in Word or PDF format. The following required documents must be submitted to be considered for this position.

REQUIRED DOCUMENTS:

- Cover Letter
- Resume
- Educational transcripts and diplomas and licenses

The TBR does not discriminate on the basis of race, color, religion, creed, ethnicity, or national origin, sex, disability, age, status as a protected veteran or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Christie Williams, *Vice President Student Services, EEO Officer*, christa.williams@tcatpulaski.edu, 1233 E College Street, Pulaski, TN 38478.