

Job posting- #12-030. The [Oklahoma Insurance Department](#) has an opening in the Comptroller division for a Purchasing Agent. Salary: \$38,000 to \$44,000. **This position is open until filled, submit resumes to:**

Oklahoma Insurance Department
Attn: Human Resources
To: Human.Resources@oid.ok.gov

Essential Duties and Responsibilities: Verifies nomenclature and specifications of purchase requests. Assist Finance Office in conducting inventory and maintaining inventory records. Create and dispatch requisitions and purchase orders for all purchases under \$25,000.00 following all state guidelines and procedures. Work with vendors when needed to receive the appropriate bids. Consult catalogs and interviews suppliers to obtain prices and specifications. Receives, issues, ships and arranges stock in proper location using machinery as needed. Compiles records of items purchased or transferred between divisions, prices, deliveries, inventories. Verifies bills from suppliers with bids and purchase order and approve bills for payment. Interacts with Department of Central Services on purchases, printing projects, and manage leased vehicles through fleet management.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelors Degree with Business/Financial emphasis, or equivalent combination of education and experience substituting one year of education for each year of related experience. Candidate must be a **Certified Procurement Officer** with the State of Oklahoma.

Other Qualifications: To perform this job successfully, an individual should be proficient with Microsoft products including Excel and Word.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Additional Requirements: Must be willing to complete additional or continuing education for customer service and/or insurance-related topics provided by the Department. **MUST PASS BACKGROUND CHECK.**

Employees of the Oklahoma Insurance Department are unclassified employees of the state. For benefits offered by the State of Oklahoma to employees of the state, please use this link to access the Oklahoma Office of Personnel Management benefits page at http://www.ok.gov/opm/HR_and_Employee_Services/index.html