



Human Resources

P. O. Box 185 Grantsboro NC 28529

252-249-1851, ext. 3005

Website: pamlicocc.edu/employment

An Equal Opportunity Employer

Purchasing Director/Equipment Coordinator

Pamlico Community College policy prohibits discrimination based on race, gender, color, creed, national origin, age, sexual orientation, or disability.

POSITION:	Purchasing Director/Equipment Coordinator
JOB SUMMARY:	The position reports directly to CFO. Train/assist College personnel in the requisitioning process for goods, services and equipment. Obtain competitive bids for non-contract items, solicit HUB vendors, and verify pertinent information for requisitioned items. Maintain all files as related to purchasing, grants, safety, equipment, and vendor insurance certificates. Complete reports for HUB, Recycling, Equipment and open orders. Coordinate telephone repairs, changes, and office moves. Process inventory transfers, tag equipment, sell/ dispose of surplus, and perform annual equipment inventory audit. Prepare monthly and yearly reports and provide copies to the CFO, including grant reporting requirements.
QUALIFICATIONS:	Education Associate's degree or bachelor's degree required. Experience Required: Three years prior purchasing experience required. Microsoft Office experience required. NC Contract Manager Certification will need to be obtained, if not completed already. Preferred: NC State Purchasing experience preferred. Experience operating a business. Experience working with event space business operations. Conducting internal audits experience.
ESSENTIAL JOB FUNCTIONS:	Procurement Leadership Direct all purchasing operations for the College, ensuring full compliance with federal and state regulations while maximizing value for every dollar spent. Policy & Compliance Guidance Interpret and apply procurement laws; create specifications and oversee competitive solicitations, contracts, and quality inspections. Vendor & Bid Management Cultivate vendor relationships, obtain competitive bids/quotes, track Historically Underutilized Business (HUB) participation, and enforce mandates such as the Iran Divestment Act. Staff Training & Support Train and assist College personnel on e-procurement, requisitioning, and P-Card use; distribute weekly budget reports and answer purchasing inquiries. P-Card & Financial Controls Administer the Purchasing Card program, reconcile monthly statements and Bank of America rebate reports, and collaborate with Accounts Payable to resolve invoice issues. Asset & Inventory Oversight Maintain the master inventory, tag assets, conduct annual audits, manage surplus equipment, and provide fixed-asset data to the CFO. Reporting & Analytics Prepare HUB, fiscal year-end, budget-to-actual, and board reports; track purchase-card expenses and other key purchasing metrics. Travel & Receiving Coordination Verify funding and approvals for travel requests/reimbursements and work with Receiving to resolve back-ordered, missing, or damaged items. College Engagement & Other Duties Serve on committees, pursue professional development (including AI tools), support recruitment efforts, continuously learn, and perform additional tasks as assigned.
STARTING SALARY:	\$43,500.00
BENEFITS:	Regular Full Time Benefits
APPLICATION DEADLINE:	Open until filled

This procedure must be followed or application may be rejected. Candidates should submit: (1) signed Pamlico Community College application which can be obtained at the college website <https://pamlicocc.edu/employment/> or by calling (252) 249-1851, extension 3005; (2) a photocopy of college transcripts, if applicable; and (3) a resume/CV. The resume is **not a substitute for a completed application**; the application must include work history. If you have transcripts already on file, please specify.

Incomplete applications will not be eligible for consideration, and all requested information must be received by the deadline date. Mail to Brandy Fillingame, P.O. Box 185 (5049 Highway 306 South for carrier deliveries), Grantsboro, NC 28529, or bfillingame@pamlicocc.edu with position title in subject; line or fax to 252-249-1622. Employment and selection procedures are outlined in Chapter 6 of PCC's [Policies and Procedures](#).