



POSITION VACANCY ANNOUNCEMENT
Purchasing Director/Equipment Coordinator

Department	Administrative Services/Business Office
Location	Main Campus, Johnson Building
Schedule	Regular 40 hour week, with occasional evenings/weekends
Salary Range	\$42,000 - \$50,000
Position Type	Full-Time Permanent; Exempt
Benefits	Full-Time Regular Benefits
Reports To	Controller
Application Deadline	Open until filled

Make a Difference

Support the responsible use of College resources by leading purchasing and equipment inventory operations. Reporting to the Controller, you will help employees obtain goods and services, coordinate vendors and competitive bids, administer the purchasing card program, and maintain accurate equipment records and reports.

What You'll Do

- Oversee procurement of equipment, supplies, materials, printing, and services in accordance with applicable federal and state requirements and College policies.
- Prepare solicitation specifications, obtain bids and quotes, review contracts, and process purchase orders through the state electronic procurement platform.
- Train and assist employees with requisitions and purchasing procedures.
- Coordinate vendor registration, insurance documentation, and required vendor compliance.
- Administer the P-Card program, including card issuance, employee training, transaction review, documentation, and monthly reconciliation.
- Work with Accounts Payable and Receiving to resolve invoice, purchase order, delivery, and damaged-item issues.
- Maintain equipment inventories, tag assets, coordinate transfers and surplus disposal, and conduct annual inventory audits.
- Prepare equipment, fund source, fixed asset, and fiscal year-end reports; distribute departmental budget reports and prepare budget-to-actual reports for College and Foundation board meetings.
- Assist with updating purchasing procedures and recommend improvements.
- Participate in committee meetings, professional development, College recruitment, and other duties as assigned.

Minimum Qualifications

- BS/BA in business, finance, accounting, economics or a related field.
- Three (3) years of purchasing experience.
- Experience with Microsoft Office programs.

AI & Emerging Technology Support

- Assist with the use and integration of AI systems and digital tools to support projects, operations, and programming.
- Help others learn and use AI tools effectively through hands-on support, basic training, and modeling best practices.
- Stay curious and engaged with emerging technologies that can improve efficiency, creativity, and engagement.

Why Join Pamlico Community College?

Put your purchasing experience to work supporting the people, programs, and daily operations of Pamlico Community College. This role helps departments obtain the resources they need while maintaining accountable purchasing practices and accurate equipment records.

How to Apply

Candidates should submit:

1. Completed and signed PCC Employment Application
2. Photocopy of college transcripts, if applicable
3. Resume

The resume is not a substitute for a completed application. Applications must include complete work history. If your transcripts are already on file, please specify. Incomplete applications will not be eligible for consideration.

Obtain the application at <https://pamlicocc.edu/employment/> or call (252) 249-1851, extension 3005. Submit materials to bfillingame@pamlicocc.edu with the position title in the subject line; mail to Brandy Fillingame, P.O. Box 185, Grantsboro, NC 28529 (5049 Highway 306 South for carrier deliveries); or fax to 252-249-1622.

Employment and selection procedures are outlined in Chapter 6 of PCC's Policies and Procedures.

Pamlico Community College is an Equal Opportunity Employer.