



Metropolitan Nashville Airport AuthoritySM

Purchasing Technician Requisition (18-0009)

The Purchasing Technician is responsible for supporting activities involving the purchase of goods and services in accordance with MNAA procedures. Other responsibilities include processing vendor applications and managing the pre-qualification and quality assurance processes for vendors and contractors.

- Serves as a backup for purchase card (p-card) administrator as needed.
- Manages insurance certificate processing, renewals, and filing.
- Manages the pre-qualification and the quality assurance processes for vendors and contractors.
- Processes vendor applications.
- Serves as a backup for the Purchasing Buyer as needed.
- Supports activities involving the purchase of goods and services in accordance with MNAA procedures.
- Maintains regular and on-time attendance.
- Follows all safety regulations.
- Supports MNAA's commitment to its culture and values, including integrity, service, teamwork, and innovation.

High school diploma or equivalent required. One to three years of related experience required. Some college in a related field preferred.

Application Deadline: Friday, March 16, 2018

Salary Range: \$33,954 - \$42,443

Work Schedule: Monday – Friday, 8 a.m. – 5 p.m.

For a complete job description and to apply, visit: flynashville.com/careers

A kiosk is available in the Human Resources Department located on the fourth floor of the terminal.

The Metropolitan Nashville Airport Authority is an Equal Opportunity Employer and Drug Free Workplace.
Human Resources, One Terminal Drive, Suite 501, Nashville, TN 37214 - (615) 275-1622
Hours: Monday – Friday, 8 a.m. – 5 p.m.

Employment with the Metropolitan Nashville Airport Authority is contingent upon the ability to be granted a security badge as mandated by the FAA. Post job offer background checks include an education/experience check, a medical physical exam, a drug screen, a motor vehicle report, a credit report and a fingerprint-based criminal history records check.