

Procurement & Budget Administrator

The Stark Area Regional Transit Authority (SARTA) is looking for applicants for the position of Procurement & Budget Administrator. This position is primarily responsible for overseeing the preparation and distribution of requests for proposals, bids, purchase orders and other necessary documents related to the purchase of supplies, assets, equipment, services and materials. The salary range for this position is \$29,000 - \$45,000.

The successful candidate must possess the following qualifications:

1. Bachelor's degree in Accounting, Finance or Business
2. Must have an understanding of purchasing contracts & legal documents
3. Must be able to address challenges as they arise and ensure effective short and long-term problem resolution
4. Must be able to negotiate diplomatically, possess excellent interpersonal and communication skills and be detail oriented
5. Must be able to handle multiple projects concurrently and meet all deadlines

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Please send resumes to:
SARTA
Attn: Christina Wey, Human Resources
1600 Gateway Blvd SE
Canton, OH 44707

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