# JOB OPPORTUNITY

**October 18, 2019**

<table>
<thead>
<tr>
<th>TITLE</th>
<th>LOCATION</th>
<th>ANNUAL SALARY POSITION #</th>
<th>APPLICATION MUST BE RECEIVED BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buyer/RFP Truck Driver</td>
<td>Arkansas Department of Agriculture</td>
<td>Entry Level Salary: $32,405</td>
<td>November 1, 2019</td>
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<td></td>
<td>Forestry Division, Protection</td>
<td>Grade GS05</td>
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<td></td>
<td>Faulkner County/Greenbrier</td>
<td>Positions #22088801</td>
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**Hiring Authority:**
Arkansas Department of Agriculture
P.O. Box 10
Greenbrier, AR 72058
Phone: 501/679-3186
E-mail: olivia.standridge@agriculture.arkansas.gov

Standard State of Arkansas employment application required.

Apply on line: [http://www.arstatejobs.com](http://www.arstatejobs.com)

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<th>STATE’S MINIMUM QUALIFICATIONS:</th>
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**Education/experience requirements:**
- The equivalent of a high school diploma.
- Five years of experience in purchasing or merchandising environment or related field.
- Must obtain a Commercial Driver’s License (Within 60 days of hire date)

**Knowledge of:**
- State and university purchasing laws and regulations.
- Federal Program guidelines.
- Purchasing principles, procedures, and methods.
- Market condition and resources in an assigned field.

**Ability to:**
- Research and draft clear, concise, and competitive purchasing specifications and evaluate product acceptability and/or quality.
- Perform basic mathematical computations.
- Maintain accurate and systematic procurement records.
- Establish and maintain effective working relationships with purchasing agent/officials, vendors, and manufacturers.
- Communicate effectively verbally and in writing.

**Preferred Qualifications:**
- Experience driving, maneuvering, and loading transport vehicles.
- Experience driving, maneuvering, loading and securing flatbed trailers.
- Drive long distances to screen, acquire, load, and transport equipment.
- Knowledge of Rural Fire Protection program.
- Frequent overnight stay.
- Minimum 3 years OTR experience.
- Bending, stooping, and climbing – ability to lift 50 pounds.
- Strong communication skills – oral and written.
- Professional demeanor and attention to detail are imperative.
• Working computer knowledge.
• Mechanical inclination for troubleshooting and vehicle maintenance.