# Employee Requisition Form

**Position to Be Filled**: **Purchasing Agent (1)**

**Purpose:** *to purchase general and specialized equipment, materials, or business services for use by the Tachi Palace Hotel & Casino*

**Required Qualifications / Essential Duties:**

- Handle and oversee the procurement of goods and services for the Hotel operations
- Initiate appropriate bidding process to achieve optimum price value while maintaining superior quality
- Asses requirements and develop specifications for equipment, materials and supplies to be purchased
- Establish delivery schedules, monitor progress and contact clients and suppliers to resolve problems
- BA degree in business administration, commerce or economics
- Minimum 3 years of purchasing experience
- Excellent interpersonal skills with demonstrated patience, tact and respect
- Effective leadership skills with ability to motivate and mentor employees
- Excellent analytical ability
- Exceptional detail and follow-up skills
- Multitask oriented
- Proficient in computers including Microsoft Office products (Word, Excel, Power Point), Lotus 1,2,3, and the Internet.

**Reports To:** Director of Hotel /Purchasing Manger

**Starting Rate of Pay:** D.O.E

**Approximate Hours:** 40 hours plus

**Date Needed:** ASAP

**Filling Deadline:** Open Until Filled

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Human Resources Representative Date Posted

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