

# PURCHASING CLERK

The Sumner County Government Finance Department is now accepting resumes for an immediate opening for a full-time Purchasing Clerk. Computer proficiency is required. The candidate must be detail oriented and must have good organization and communication skills. The regular schedule is Monday through Friday from 8:00am to 5:00pm with over-time on an as-needed basis. A competitive pay and benefits package is offered. The candidate will need to email their resume and three references to [bbrowning@sumnertn.org](mailto:bbrowning@sumnertn.org) with a copy to [dlawing@sumnertn.org](mailto:dlawing@sumnertn.org) by Wednesday, March 27, 2019. No walk-ins accepted.