

OPEN POSITION

**Facilities and Purchasing Assistant
Facilities and Purchasing Department**

The American Mathematical Society (AMS) serves its 30,000 members, the mathematics community worldwide and the general public through its publications, meetings and conferences, programs and services, advocacy and outreach activities.

The AMS invites qualified candidates to apply for the position of Facilities and Purchasing Assistant in the Society's Providence, RI headquarters. This position requires an individual with a background in purchasing who is extremely organized, responsible and able to work on multiple projects simultaneously. The Facilities and Purchasing Assistant must have strong computer skills (MS Office, email, internet, etc.) to successfully perform all facilities and purchasing functions. A strong desire and ability to learn quickly are very important.

Come and be part of an extraordinary team of talented staff in the Society's Facilities and Purchasing department.

RESPONSIBILITIES:

- Responsible for purchasing office supplies, promotional items and subscriptions
- Responsible for reconciling invoices and credit card statements
- Responsible for maintaining the society's Business Continuity Plan
- Assist with outside printing and binding services
- Assist with setup and preparation of management meetings, Agenda and Budget Committee/Executive Committee and Board of Trustees (ABC/ECBT) and other special events. Some events requiring overtime hours of approximately 2-3 times per year
- Provide assistance/coverage for others in the department when necessary

QUALIFICATIONS:

- Ability to work with a minimum of supervision (self-directed, can plan and organize own work)
- Ability to prioritize workload on a daily basis
- Ability to evaluate problems and develop solutions
- Ability to follow instructions, both written and oral
- Organized and detail-oriented with strong written, verbal and interpersonal communication skills
- Knowledge of MS Office software and ability to learn the AMS purchasing and document management software systems

EDUCATION and/or EXPERIENCE:

- Some college or professional certification preferred
- Minimum of 3 years' experience working in a purchasing department
- Experience working in a facilities department preferred
- Experience with purchasing and document management software a plus

The AMS offers excellent benefits including competitive salaries, health and dental, very generous retirement plan contributions and investment options through TIAA-CREF, flexible spending benefit, generous paid leave, paid life insurance, flexible work hours to help provide work/life balance, free parking, a casual and relaxed work environment, computing benefit, tuition assistance, professional development opportunities and much more.

To apply go to: <https://home.eease.adp.com/recruit/?id=14100591>