

Job Title: Qualified Purchasing Agent
Organization: New Brunswick Parking Authority
Location: New Brunswick, New Jersey
Salary Range: \$75,000 – \$95,000

The New Brunswick Parking Authority is seeking a qualified and motivated Purchasing Professional / Qualified Purchasing Agent (QPA) with experience operating within New Jersey local government.

This is a full-time position responsible for overseeing all procurement activities and ensuring compliance with the New Jersey Local Public Contracts Law. A current QPA license is preferred; candidates actively pursuing certification will also be considered.

Position Responsibilities

- Conduct and oversee all procurement activities in accordance with NJ Local Public Contracts Law
- Prepare and review bid and proposal requests, specifications, and related documentation
- Manage annual Professional Services RFPs and major equipment/material purchases
- Approve requisitions and establish contracts and purchase orders in accounting software
- Track contract terms and maintain accurate procurement records
- Maintain electronic inventory records and supervise physical inventory counts
- Collaborate with multiple departments to ensure purchasing needs are met
- Report directly to the Chief Financial Officer (CFO)

About the Organization

The New Brunswick Parking Authority:

- Operates 10 parking facilities
- Oversees on-street parking enforcement
- Manages and develops commercial properties
- Maintains an annual operating budget of approximately \$30 million
- Manages a \$275 million balance sheet

Preferred Qualifications

- NJ QPA Certification or actively pursuing certification
- 2–5 years of purchasing experience in New Jersey local government
- Strong working knowledge of NJ Local Public Contracts Law
- Excellent technology skills, including Microsoft Word and Excel
- General computer literacy and experience with accounting systems
- Strong communication skills
- Ability to exercise sound professional judgment and independent decision-making

Qualified candidates should email a resume and cover letter to: aperez@njbpa.org
Please include the position title in the subject line of your email.