



**OFFICE OF DIRECTOR OF FINANCE
MCMINN COUNTY COURTHOUSE
6 EAST MADISON AVENUE
ATHENS, TENNESSEE 37303**

Phone (423)745-4103
(423)745-4105
Fax (423) 745-0095

May 12, 2025

POSITION OPEN

PURCHASING AGENT

EDUCATION REQUIREMENTS - Graduation from a high school, preferably supplemented with post-secondary courses in business practice, purchasing, accounting, data processing or banking. Post-secondary degree in a related field preferred.

Minimum two (2) years' experience working in purchasing preferred.

Please forward resumes to, or complete applications at the following address:

Office of Director of Finance
McMinn County Courthouse
6 East Madison Avenue
Athens, TN 37303

Resumes and applications for employment will be received until the position is filled.
McMinn County is an equal opportunity employer.