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POSITION DESCRIPTION

Massachusetts Health Officers Association

Job Title: Tobacco Control Buyer

**Reports To: Tobacco Control
Inspector**

I. **General Summary**

The Tobacco Control Buyer will participate in compliance checks of tobacco vendors

II. **Essential Functions**

- Accept work assignments for compliance checks from the Tobacco Control Inspector.
- Attend court hearings as needed.
- Submit time sheets on a monthly basis.

III. **Job Requirements**

- General knowledge of tobacco products
- Be between the ages of 16 and 20 years old.
- Participate in required and on-going training.
- Be willing and able to accept direction from the Tobacco Control Inspector.
- Maintain cellular communication.

IV. **Working Conditions/Physical Demands**

This position works remotely. The Buyer will be transported by the Tobacco Control Inspector.

For questions or to apply contact Smccolgan@mhoa.com.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities and skills required by individuals so classified. MHOA reserves the right to modify position duties at any time to reflect process improvements and business necessity.



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