Title: Procurement Manager

Department: CFO’s Office Reports to title: Director of Shared Services

Full Time: X Part Time: ______ Date Prepared: July 3, 2019

Job Group & Level: PT-3 Regular Daily Work Schedule N/A

Pay Type: Weekly Monthly X Months Per Year: 12 Hours Per Week: 40
(Summer Months) Months Per Year: ______ Hours Per Week:_______

1. Summary of Position:

Reporting to the Director of Shared Services, the Procurement Manager optimizes cost for the College, manages the procurement process, and drives the usage level of the College travel portal.

This position also takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

35% Cost Optimization

- Manage the Cost Reduction & Cost Avoidance Programs for all commodity/service areas
- Initiate bids and RFPs for all goods and services
- Drive diversity and inclusion participation across all commodity/service areas
- Research supply markets and assess suppliers, develop sourcing strategies for major commodities, and monitor suppliers' performance to assist in reducing the cost of education services to students
- Lead and manage contract negotiations on behalf of the College for all goods and services

35% Procurement Process Deployment

- Lead with the development of training programs and conduct campus-wide trainings
- Resolve any operational problems with the supply base on behalf of the College
- Manage sustainability Initiatives with campus partners and vendors
• Maintain and update the Procurement website to drive e-procurement initiatives and e-commerce, dovetailing this effort with our planned ERP system
• Conduct business reviews (bi-weekly and monthly) with the suppliers (highlights, issues, quality health ratings, revenue, expenditures, DOT Bus ratings)
• Work with the office of the General Counsel to create template agreements and customized contracts

25% Travel Portal Operations
• Oversee the monthly Travel Card reconciliation process
• Conduct travel portal trainings
• Issue credit card authorizations
• Assist business partners with problem resolution

5% Performs other duties/functions as requested

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

Builds strong collaborative relationships with internal customers and partners. Externally, builds a network of relationships with a wide variety of suppliers and scientific research offices.

Frequent interactions with department heads, faculty, clinicians, researchers and staff to assist, advise and facilitate procurement of materials, and suppliers' sales representatives regarding their products.

4. Education: (include certifications and licenses)

Required:

Bachelor’s Degree, or in lieu of a degree, 7 years of related experience

Preferred:

5. Experience: (List specific skills necessary to perform this job)

Required:

• 5 years of related experience
• Strong written and verbal communication, time management, organizational, and problem solving skills
• Strong negotiation skills with a proven track record for getting the best deal in the marketplace
• Knowledge and experience with E-Commerce and electronic procurement applications
• Proficient in Microsoft Office
• Experience working with a diverse community

Preferred:
6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

   Extensive computer usage – repetitive motions including hands, wrists and fingers; lift, carry, push and pull up to 10 pounds; and visual – normal concentration

7. **Decision Making:**

   This job requires performing leading edge work in the procurement field. Displays a high level of critical thinking and analysis. Resolves most complex problems for the department. Problems generally require significant analysis and judgment.

8. **Supervision Exercised/Received:**

   Minimal supervision received by the supervisor.

   Supervisory Responsibility:  Yes _________  No  X _______

   Number of Employees Supervised:  _____0____