Finance Job Function

Procurement Administrator II
Grade: 56
Job Code: F1256P
Job Family: Procurement
Job Family Matrix: Procurement (Finance) Matrix

Summary
Independently perform a variety of procurement activities.

Core Duties
- Identify and analyze procurement data. Develop metrics to identify cost savings and sourcing opportunities and evaluate performance of University suppliers
- Prepare procurement reports
- Act as a procurement resource for a school/units community
- Develop and initiate requests for proposal documents, review supplier proposals, makes supplier recommendations, issues award letters, and draft supplier contracts
- Review contracts, monitor supplier performance and address issues within assigned category of goods and services
- Ensure quality customer service and educate community on financial and procurement practices
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations

Basic Qualifications
- Bachelor’s degree or equivalent work experience required
- Minimum of 3 years’ relevant work experience

Additional Qualifications and Skills
- Knowledge of Microsoft Office Suite, advanced excel skills

Certificates and Licenses

Physical Requirements

Working Conditions
- Work is performed in an office setting