

## **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