

## **Finance Job Function**

### **Procurement Administrator III**

**Grade:** 57

**Job Code:** F1257P

**Job Family:** Procurement

**Job Family Matrix:** [Procurement \(Finance\) Matrix](#)

### **Summary**

Independently perform a variety of complex procurement activities to ensure cost savings.

### **Core Duties**

- Identify and analyze multiple procurement data sources. Develop advanced metrics to identify significant cost savings
- Provide procurement reports to management
- Provide technical advice and problem resolution for a school/unit community on varied procurement issues; ensure high level of customer service
- Develop and initiate requests for proposal documents, review supplier proposals, makes supplier recommendations, issues award letters, and draft supplier contracts
- Review contracts, assist with vendor negotiation and selection, evaluate supplier performance and implement cost saving solutions
- 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 5 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