

Finance Job Function

Procurement Administrator V

Grade: 59

Job Code: F1259P

Job Family: Procurement

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

Summary

Lead procurement, sourcing and cost saving activities for a school or department.

Core Duties

- Lead procurement operations and departmental/school sourcing activities to ensure efficiency and cost savings
- Function as a subject matter expert and/or project lead on financial operations
- Identify areas for efficiency or improvement within existing policies and procedures, recommend improvements
- Advise on developing procurement plans and recommend implementation processes and methods
- Negotiate contracts and services with vendors to maximize cost savings; identify new sourcing and vendor opportunities
- Collaborate with management and university representatives to review ongoing initiatives, may recommend improvements
- 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 8 years' relevant work experience

Additional Qualifications and Skills

- MBA or Master's degree in relevant field
- Knowledge of Microsoft Office Suite, advanced excel skills
- Knowledge of advanced financial operations principles

Certificates and Licenses

- Professional in Supply Management (CPSM) preferred

Physical Requirements

Working Conditions

- Work is performed in an office setting