

## **Finance Job Function**

### **Procurement Administrator VI**

**Grade:** 60

**Job Code:** F1260P

**Job Family:** Procurement

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

#### **Summary**

Direct procurement policy development and operations. Provide leadership and guidance to ensure cost savings and an efficient, unified approach to sourcing.

#### **Core Duties**

- Direct procurement operations in order to reduce costs and achieve savings; work with departments to increase efficiencies and reduce contractual risk
- Function as a subject matter expert and/or project lead on financial operations
- Lead the development of procurement policies and procedures and ensure implementation
- Strengthen key vendor relationships, negotiate contracts and services and perform comparative analyses to determine best vendor resources to meet client needs; increase vendor participation and choice
- Provide specialized research and advanced solutions to sourcing challenges; act as a resource to staff and community
- Collaborate with management and university representatives to develop initiatives and oversee the ongoing management of established partnerships
- Ensure procurement systems meet the demands of clients; evaluate effectiveness and recommend improvements
- Provide staff mentoring and training
- 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 10 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