

Finance Job Function

Procurement Mgt IV

Grade: 58

Job Code: F1258M

Job Family: Procurement

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

Summary

Manage procurement operations and activities to optimize overall procurement approach.

Core Duties

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Establish and monitor effective procurement processes and systems to ensure cost savings
- Research and report on industry trends and initiatives; investigate the targeted industry, its potential suppliers, and critical service factors
- Collaborate on the development of new procurement procedures within school/unit that support university-wide policies and initiatives
- Source new procurement opportunities and negotiate vendor contracts
- Evaluate vendor performance metrics and recommend improvements
- Oversee and monitor vendor contract compliance to ensure terms and conditions are met
- 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 7 years' relevant work experience
- Supervisory 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

Physical Requirements

Working Conditions

- Work is performed in an office setting