Title: Procurement Manager

Essential Function

Under general supervision from a designated administrator, direct, manage and coordinate the purchasing and material management function for a large, complex administrative division or college.

Characteristic Duties

- Maintain expeditious order processing.
- Guide staff in resolution of ordering, shipping and billing discrepancies.
- Develop and implement department policies and computerized procedures.
- Manage stockroom operations, maintain efficient inventory levels, provide swift delivery of orders, identify and eliminate obsolete inventory, and conduct annual inventory.
- Manage messenger services to ensure timely departmental and customer deliveries.
- Provide objective internal analysis and reviews of procurement activity.
- Act as liaison to central purchasing for departmental issues.
- Assist in the preparation of term contracts for the bid process, analyze bid replies and make contract award recommendations.
- Identify and address vendor performance issues; research and evaluate new products and services; and negotiate pricing and terms with vendors.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate's degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in purchasing and/or procurement. Experience may also require at least one (1) year supervision.

Last updated: January 2002

An affirmative action/equal opportunity institution