

"Assisting family successes through excellence in comprehensive early education and developmental services."

Job Title: Procurement Specialist		Exempt
Grade Level: G-9	Division: Corporate – Finance/Head Start Funded	Non-Exempt
SALARY: Minimum \$19.67/hour	Midpoint - \$24.56/hour	Maximum -\$29.46/hour

Minimum Requirements:

- High School Diploma.
- Familiarity with purchasing fundamentals.
- Highly detail-orientated.
- Strong organizational skills.
- Critical thinking skills – observation, analysis, interpretation, reflection, evaluation, inference, explanation, problem solving and decision making.
- Experience in collecting, documenting and analyzing data.
- Computer proficiency including Microsoft Office and Excel software programs.
- Possesses strong negotiation skills.
- Ability to work under deadlines and pressure.
- Is trustworthy and does not abuse authority or misappropriate funds.
- Good math skills and is quickly able to calculate the cost of goods and services.
- Excellent verbal communication skills.
- Self-starter and able to take initiative.
- Ability to self-educate and develop a thorough understanding of policies, procedures and requirements.
- Ability to effectively communicate with all levels of internal and external personnel, vendors and customers.
- Insured and reliable vehicle for transportation.
- Must be able to pass a pre-employment and/or periodic physical examination and a complete background check every 24 months.

Preferred Experience and Skills:

- Bachelor’s degree in business management, supply chain management, economics, finance, logistics, and/or have equivalent work experience.
- Certified Procurement Professional through State and/or Federal entity.
- Experience with MIP software.
- Working knowledge of State and Federal purchasing requirements.
- Possesses strong negotiation skills.
- Experience with contract management and supply chain follow-up.
- Must be flexible and support an environment of productivity, healthy morale, and teamwork.

Physical Requirements:

The physical requirements for this position are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent sitting;
- Repetitive use of hands; reaching and turning;
- Ability to lift up to 20 pounds; light lifting of supplies and materials;

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- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Responsibilities:

- Perform sourcing, liaising and negotiating with new and existing vendors/contractors.
- Perform cost analysis and best value determination to find best possible price to minimize costs.
- Create documentation necessary for the acquisition of goods and services.
- Provide positive customer service.
- Assist in developing and implementing procurement processes to ensure efficiency, cost savings, compliance, best value and best practices.
- Work closely with outside vendors, finance department, program staff and senior management.
- Works within a given budget to purchase goods and services in a cost effective manner.
- Ensures that products are delivered in a timely manner, and that the quality of the goods received is satisfactory.
- Negotiates with vendors on pricing and delivery.
- Obtains, compares prices and documents in accordance with policy and procedures in order to make sound purchasing decisions.
- Monitor and track supply needs and inventory so that orders for new items are placed in a timely manner.
- Prepares purchase requisitions and ensures purchase orders, along with Bids, are completed on time and documented within accordance to policy and procedures.
- Checks invoices for accuracy, and authorizes the accounts payable department to issue payment.
- Evaluates the performance of certain vendors in order to decide whether or not to continue buying from them.
- Other related duties as assigned.

Preferred Skills:

- Bilingual abilities preferred.
- Ability to relate to staff from multi-cultural backgrounds.

BENEFITS PACKAGE INCLUDES:

Child Care Associates offers a competitive benefits package that is provided to all fulltime employees that include health, dental and life insurance coverage. Additional voluntary benefits are offered to all fulltime employees in addition to the core benefits package.

After completing one (1) year of service, the company contributes 4% of the employee's earnings to the 403(b) retirement plan. If the employee also elects to make a contribution to the plan, Child Care Associates will match half (50%) of the employee's contribution up to 4% of base salary.

Child Care Associates provides other benefits, which are outlined in the Staff Handbook, such as paid holidays, paid time off (PTO), as well as a Service Recognition Program.

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ACKNOWLEDGEMENT:

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I have received a copy of my job description. My signature below acknowledges that I understand the requirements and expectations for this position.

Employee (Print) _____

Employee Signature _____

Date _____