



Position Title: Purchasing Specialist
Reports To: Chief Financial Officer
Department: Finance
Classification: Full-time, Salary Exempt, 12-months, Benefits Eligible

The Purchasing Specialist will undertake a wide variety of administrative job duties and responsibilities related to the purchasing function for LeMoyne-Owen College.

DUTIES AND RESPONSIBILITIES

- Assist and improve the bidding and RFP process; also assists in price negotiations
- Purchase order creation in Great Plains
- Manage vendor relationships; develop a preferred vendor list
- Ensure that all incoming requisitions have the proper GL coding, approvals and supporting documentation
- Maintain a repository of all executed and in force contracts for the College
- Track contracts College-wide and alert business divisions as to upcoming deadlines at least 90 days prior to the contract's expiration
- Oversee order placement and receipt of merchandise
- Work with the Accounts Payable Department on various ad hoc tasks; develop best practices to create synergies between Purchasing and A/P
- Analysis of spending habits and recommendations on various improvements and cost savings
- Recommendation on application of various rebates and rewards; provide quarterly list of rebates available to the school
- Recommend various consolidated spending across the College
- Book all aspects (air travel, car rental, hotel, etc.) of travel for college personnel as required
- Responsible for tight controls over school credit cards. Must know who has credit card(s) checked out at all times, intended use of the card(s) and return of the card(s) in a timely manner
- Proficient in Excel, Word, and PowerPoint
- Basic Accounting knowledge is a plus as this position requires the incumbent to be able to prepare journal entries and journal adjustments
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration or related field
- An equivalent combination of education and experience may be considered
- 3 to 5 years of related work experience

KNOWLEDGE, SKILLS, & ABILITIES

- Customer service skills
- Written and verbal communication skills
- Ability to handle multiple tasks and prioritize accordingly
- Solid computer knowledge, including Microsoft Word, Excel, and Outlook
- Detail-oriented and organized with the ability to work independently to meet demanding deadlines

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed (if applicable)
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please