

PROCUREMENT ASSISTANT II

GENERAL RESPONSIBILITIES

Under the direct supervision of the Procurement Specialist, the position is responsible for performing confidential administrative clerical duties relating to organizing and coordinating procurement activities, review and distribution of information to include: Request for Proposals (RFP's), formal bids, price quotations, new school construction, annual maintenance agreements and blanket purchase orders.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Organize all procurement activities relating to request for proposals, sealed bids, and price quotes.
- Review requisitions for completeness and accuracy; follow up on discrepancies with the initiating department/school; identify available suppliers for each requisitioned item.
- Organize and maintain computerized records containing vendor and bid information.
- Process requisitions into purchase orders using BUYSPEED and any resulting change orders.
- Receive, open, screen, log and date stamps bid responses/quotations, mail as required and organize bids for review by the specialist.
- Maintain and update professional library publications.
- Perform general clerical duties such as maintaining general files, typing, data entry, opening mail, and completing and processing standard purchasing forms.
- Coordinate and schedule meetings and appointments as requested; respond to inquiries which do not require the personal attention of the Procurement Specialist.
- Correspond with vendors regarding prices, product availability, and delivery.
- Respond to inquiries from school staff regarding requisitions, purchase orders, contracts and pricing information.
- Assist in answering incoming calls.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Skill in the use of a personal computer and word processing software, including rapid data entry keyboarding functions, databases, spreadsheets, and specialized purchasing software (BUYSPEED and ORACLE FMS); good communication skills in dealing with purchasing professionals, administrators, and company representatives; working knowledge of procurement laws and purchasing procedures; ability to perform clerical work with a high degree of accuracy; ability to work independently, applying established procedures to varying situations, referring only new or unusual matters to the Procurement Specialist.



EDUCATION AND EXPERIENCE

High School Diploma. Clerical experience in an office environment.
A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

None.

FLSA exempt: Non-exempt	Description: Rev. 10/08
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