

PURCHASING SPECIALIST

The UAPB Office of Procurement is seeking to fill the position of Purchasing Specialist. This position is governed by state and federal laws and agency/institutional policy.

The successful candidate will be responsible for assisting with overall procurement & contract administration of varied complexity, ensuring that they are administered in a fiscally responsible manner, complying with mandated requirements.

TYPICAL FUNCTIONS:

- Conducts competitive bids for capital equipment, facilities, information technology, professional and consultant services, fleet, and MRO categories by writing bid specifications, preparing bid requisition documents, receiving and analyzing submitted bids, conducting public bid openings, preparing bid summaries, and posting intent to award bid.
- Processes requisitions and invoices, contacts vendors, and assigns or secures purchase order numbers.
- Maintains contract files and updates data as needed.
- Manages cellular phone accounts.
- Establishes and manages copier rental agreements.
- Communicates with accounts payable, to ensure proper payment of invoices, and performs assigned accounting duties.
- Provides technical customer service support to other departments and employees regarding purchasing and the purchasing system software.
- Enters data into complex databases and systems and develops queries to gather information and prepare reports.
- Performs other duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of applicable laws and regulations. Strong knowledge of computers and software application programs. Knowledge of database management and basic accounting principles. Knowledge of filing and recordkeeping procedures. Ability to perform accurate data entry and manipulate data to generate reports and documents. Ability to compose, proofread, and edit correspondence, reports, and other documents requiring attention to detail. Ability to conduct research and perform basic quantitative and qualitative analysis. Very good writing skills and a good command of the English language. Knowledge of customer service principles. Ability to operate standard office equipment including computer (knowledge of Microsoft suites of software), FAX, and copier. A basic skills test will be given for this position and factored into the hiring of candidate.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a high school diploma or G.E.D.; plus four years of experience in purchasing or a related field. Bachelor's degree in Business or Accounting and CPPB certification preferred.

Salary Grade- C115 State Pay Plan

Application Process: interested individuals must submit an application and resume with the name, address, and telephone numbers of three (3) professional references to:

Human Resources
University of Arkansas at Pine Bluff
1200 N. University Dr. Mail Slot #4942
Pine Bluff, Arkansas 71601

Application Packages also accepted at: uapbjobs@uapb.edu

DEADLINE: Review of applications will begin immediately and continue until suitable candidate is identified to fill the position.

“UAPB is an Equal Opportunity/Affirmative Action Employer and participates in E-Verify”

07/03/17