

## PURCHASING ASSISTANT\*

### Function of Job:

Under general supervision from the Director and/or other supervisor, provide support for purchasing actions for assigned service group/department in accordance with University System policies and procedures.

### Characteristic Duties and Responsibilities:

1. Review, evaluate, approve and print on-line purchase orders.
2. Prepare materials/documents for requests for bid or requests for proposal and post on web site as assigned.
3. Monitor and/or coordinate the disposal of surplus property which may include posting notices of surplus items available on web; receiving bids for surplus materials and conferring with departments about sales of surplus materials.
4. Perform web-based research and/or contact vendors for information about their products and/or services, including price quotations.
5. Publish and maintain USNH contracted vendor list on the web.
6. Manage vendor data base and/or purchasing data files, including creating vendor codes and ensuring compliance with applicable federal laws as required, and provide reports as requested.
7. Develop and maintain files for bid/proposal documents and evaluating bids.
8. Research questions and vendors and provide follow-up as needed.
9. Keep informed of new products and services and disseminate such information to interested parties.
10. Supervise students or staff, as assigned.
11. Inform, advise and train faculty/staff in USNH purchasing policies and procedures, including appropriate electronic applications.
12. Track certificates of insurance, bid bonds/checks, performance and payment bonds related to projects.
13. Process vendor credit applications and maintain tax information.
14. Create contract documents related to specific areas, such as construction and renovation projects and maintain contract file through electronic databases.
15. Work within delegated basic authority for the purchase of goods, services and specialized commodities up to approved delegated amount.
16. Perform related duties as assigned.

### Minimum Acceptable Qualifications:

1. Three years of related experience or one year of related work experience and Associate's degree.
2. Ability to establish and maintain effective working relationships with faculty, staff, students, and the general public.
3. Computer skills as specified by hiring department.

### Additional Desirable Qualifications:

1. Purchasing experience in higher education.

5/17/07  
System Approval

5/17/07  
Effective Date

\* Revised - original approved 10/1/75, and revised 9/18/78, 7/30/80, 8/4/84, and 5/20/93.

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

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