

## PURCHASING COORDINATOR

### Function of Job:

Under general supervision, responsible for managing a purchasing area and assisting with the development of processes and procedures related to assigned area, communicating and training staff and providing computer support for purchasing actions, receipt of materials and/or inventories.

### Characteristic Duties and Responsibilities:

1. Manage major purchasing function(s) such as purchasing card program, inventory control, and/or credit card program including coordinating and supervising use of purchasing card, credit cards, and/or receipt of materials as assigned.
2. Assist in the development of policies and procedures in such areas as purchasing cards, inventory control, and/or vendor review and make recommendations regarding other purchasing practices and policies.
3. Provide training and written documentation to explain policies and procedures and serve as liaison between vendors and staff and coordinate financial affairs with business areas as required.
4. Develop lists of stock items to be bid on a routine basis; issue "shopping list" bid/information to interested suppliers; evaluate responses and place orders as necessary.
5. Research questions, resolve problems and provide follow-up on issues as needed and verify transactions prior to payment to ensure compliance with internal and external regulations.
6. Meet with vendors and evaluate their performance in such areas as pricing, quality control and lead times.
7. Hire, train, supervise, and evaluate support staff as assigned.
8. Manage purchasing data files and provide reports to support assigned purchasing activities, project needs and forecast estimates.
9. Perform related duties as assigned.

### Minimum Acceptable Qualifications:

1. Associate's degree and three years of related work experience or Bachelor's degree and one year.
2. Supervisory and computer skills.
3. Interpersonal skills.

### Additional Desirable Qualifications:

1. Accredited Purchasing Practitioner (A.P.P.) certification.
2. Training and/or experience in business management.
3. Experience in higher education.

11/15/99  
System Approval

11/1/99  
Effective Date

**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.**