POSITION: Procurement Officer (PURCHASING)  
(Class Code AC30/Procurement Manager I)

BAND: Band 06\Level 02

STARTING $40,253-$50,000; actual salary commensurate with experience

VACANCY: 201657

Minimum Training and Experience:
A bachelor's degree, one year of procurement experience, a valid driver’s license, and proficiency with Microsoft office, including Word and Excel, required. Four years of procurement or relevant (best business practices) experience and related professional certifications preferred. Experience with procurement card programs and familiarity with Bank of America’s Works® or similar platform desired. Banner software and Website development and maintenance experience helpful.

Knowledge, Skills and Abilities:
Knowledge of general procurement policies and practices. Knowledge of the South Carolina Consolidated Procurement Code rules and regulations. Knowledge of finance and procurement software programs, including Banner. Ability to develop and implement cost-effective procedures and produce ad hoc reports for management. Ability to establish and maintain effective working relationships with faculty, staff and vendors. Available to travel locally and overnight, as required. Must be willing to remain current with procurement industry standards and regulations and incorporate knowledge and skills into job functions.

Major Duties:
Reporting to the Director of Procurement and Risk Management, the Procurement Officer is responsible for contributing to the continuous improvement of the University’s processes and procedures for procuring goods and services. Manages bid solicitations in academic/administrative/information technology areas; develops bid specifications, evaluates bid submissions, handles vendor negotiations, awards contracts, and, when necessary, acts as contract administrator; develops requests for proposals as needed; and coordinates bid opening, pre-bid conferences and site visits. Manages the University's purchasing card program: reviews card applications and orders cards; trains departmental liaisons and cardholders; processes electronic uploads to and from the bank using Bank of America’s Works® system; reviews purchasing card data for appropriateness; reviews and reconciles monthly bank invoices. Manages department website; assists with campus-wide procurement training; and assists with developing department goals/objectives and creating and defining related policies and procedures. Designs and produces monthly/quarterly reports. Performs additional related duties as required.

To apply, access www.jobs.sc.gov to submit on an on-line application no later than May 5, 2016.

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