

Purchasing Agent  
Parkland College

Direct Link: <https://www.AcademicKeys.com/r?job=232127>

Downloaded On: May. 20, 2024 2:13pm

Posted Feb. 29, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Purchasing Agent
<b>Department</b>	Business Office <a href="https://www.parkland.edu/Main/About-Parkland/Department-Office-Directory/Business-Office">https://www.parkland.edu/Main/About-Parkland/Department-Office-Directory/Business-Office</a>
<b>Institution</b>	Parkland College Champaign, Illinois
<b>Date Posted</b>	Feb. 29, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Accounting & Finance
<b>Apply Online Here</b>	<a href="https://parkland.csod.com/ux/ats/careersite/18/home/requisition/1146?c=parkland">https://parkland.csod.com/ux/ats/careersite/18/home/requisition/1146?c=parkland</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Full consideration will be given to applications received by Friday, March 22nd, 2024. Applications will be evaluated as received. Applications received after that date may be considered until the position is filled.**

This position is an On-Campus, Full-Time, 12-Month, appointment covered by the Professional Support Staff Union with an annual salary of \$39,181.27.

The Purchasing Agent is responsible for processing requisitions and purchase orders, communicating with vendors, and securing institutional items for Parkland College. Additionally, the Purchasing Agent regularly communicates with the Accounts Payable Accountant to ensure that vendors are paid timely and accurately.

***For more information and to apply, visit [www.parkland.edu/careers](http://www.parkland.edu/careers)***

**Applicants must submit:**

- An online Parkland College employment application through [www.parkland.edu/careers](http://www.parkland.edu/careers)
- Cover letter
- Resume or CV

**Essential Job Functions:**

- Process requisitions and purchase orders timely and accurately.
- Ensure appropriate purchasing documentation and invoices are received; train and assist departments on the proper procedures of entering requisitions and locating purchase information for vendors.
- Adhere to college purchasing policies, processes, and procedures; promote proper purchasing practices; provide purchasing advice to departments as needed.
- Ensure the accuracy and completeness of vendor information; maintain and update vendor information and enter new vendors into accounting system as needed.
- Assist Controller and departments with bid and proposal preparation by ensuring that it relates to the College's Strategic Goals.
- Write, review, and assist departments with Requests for Purchases (RFP) and Request for Quotes (RFQ).
- Verify purchase orders by comparing items requested to master list; clarifying unclear items; recommending alternatives.
- Process purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department.

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### Minimum Requirements:

- Associate's degree in Accounting, Business or a related field; **OR** equivalent work experience; **OR** an equivalent combination of college course work and work experience.
- Successful completion of a criminal background check with fingerprinting.
- In an effort to comply with SURS return-to-work restrictions for employers (40 ILCS 5/15-139.5), candidates for employment at Parkland College must either not be a SURS annuitant or must be willing to suspend his/her SURS annuity upon employment. This applies to all SURS annuitants except those receiving their annuity under either the Self-Managed Plan (SMP) or by lump sum payment.

Applications not submitted through <https://www.parkland.edu/careers> will not be considered.

Please monitor your email, including spam or junk mail folders, for future correspondence from Parkland College Human Resources. For further information application process, please contact at 217-351-2220.

Applicants with disabilities may request a reasonable accommodation under the Americans with Disabilities Act (2008) to complete the application and/or interview process.

Requests may be submitted by contacting Human Resources at 217-351-2220 or by emailing [hr@parkland.edu](mailto:hr@parkland.edu).

### Equal Opportunity Employer

### EEO/AA Policy

Parkland College is committed to diversity, inclusiveness, excellence and professionalism. An EEO Representative serves on all hiring committees and has the essential function of ensuring that the College maintains its commitment to a fair and unbiased search process. This commitment is central to Parkland's employment procedures for new or vacant positions as they arise within the College.

It is the public policy at Parkland, as an Equal Employment Opportunity (EEO) employer, to assure for all persons freedom from discrimination because of:

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- Race/color
- Sex, gender, gender expression
- National origin religion
- Age
- Veteran status (including Vietnam veteran)
- Marital status
- Ancestry
- Disability
- Sexual orientation

This is with respect to all aspects of employment, contractual services, and construction of college facilities.

The purpose of [Policy 4.01](#) is to ensure consistency in hiring practices throughout the College and to provide specific instruction to all who are involved in the hiring process. This policy supports Parkland's core values of multiculturalism, and fairness and just treatment. Research has demonstrated that all students, staff, and faculty benefit from learning and working in a diverse environment. This is fundamental in the college's commitment to diversity in its search procedures and hiring practices.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**      Parkland College Human Resources  
Parkland College  
2400 West Bradley Avenue  
Champaign, IL 61821

**Phone Number**      217-351-2220  
**Contact E-mail**      HR@parkland.edu