

Buyer II- Purchasing
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=251212>

Downloaded On: Jan. 9, 2025 3:42pm

Posted Jan. 8, 2025, set to expire Jan. 19, 2025

Job Title Buyer II- Purchasing
Department Business Office
Institution Quinsigamond Community College
Worcester, Massachusetts

Date Posted Jan. 8, 2025

Application Deadline 01/19/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Buyer II- Purchasing

Category: Clerical/Office Support

Department: Business Office

Locations: Worcester, MA

Posted:

Closes: 1/19/2025

Type:

Position ID: 184230

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General Statement

The Buyer II performs a variety of tasks, which includes being the first point of contact to support the Purchasing and Contracts department, assists in processing purchase order requests, and properly routes contracts for the internal review process. The Buyer II will also be responsible for new vendor set up and record maintenance. Assists with any other clerical/office support duties as required.

Supervision Received

Reports to the Director of Purchasing and Contracts

Duties and Responsibilities

- Responsible as the initial point of contact for the department, Buyer II will read and sort the purchasing group email and reply to basic questions, answer incoming phone calls for the department, and respond to general purchasing questions from walk in traffic.
- Assist in the purchase order request process by conducting the initial routing of the request and conducting budget checks. Will also sort attached quotes and vendor contracts from requests. May assist in other tasks within the workflow as needed.
- Reviews documents in the contract review workflow for correct routing and ensures compliance is met. Initiates the signatory process with DocuSign or the college's preferred digital signing platform. Assists with contract maintenance.
- Maintains records of business organizations for the purchase of supplies, materials and equipment in order to facilitate procurement of required products. Includes setting up new vendor records in college's current vendor database.
- Assists with maintaining information on authorized vendors available through group purchasing contracts for the purchase of commodities, equipment and services in order to facilitate procurement of required products.
- Assists with purchasing workflows on ecommerce sites as needed.
- Actively supports the teaching and learning process; practicing honesty and integrity in and out of the classroom; striving to create and support a student-centered environment while fostering academic innovation and excellence.
- Works actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork. Respects the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
- Embraces the ideals of diversity and inclusiveness and supporting the equal rights of all people by advancing the understanding and appreciation of differences including age, race, gender, ability, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.

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- Provides flexible, responsive and high-quality service to all, be they students, community, or staff, and continuously assessing processes and procedures and revising accordingly.
- Performs other duties as assigned.

Job Requirements:

Minimum Qualifications

- Must have at least (A) one year of full-time or equivalent part-time, professional or paraprofessional experience working in an office setting, or (B) any equivalent combination of the required experience and an Associate's or higher degree with a major in business administration or business management.
- Ability to communicate effectively in oral and written expression, and to provide instructions in a precise, understandable manner.
- Ability to read and interpret written documents and requests for proper sorting and routing according to purchasing policies and procedures.
- Experience with Microsoft Office products, such as Outlook, Word, Excel, and Teams.
- Ability to understand, explain and apply the laws, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities.
- Ability to understand and apply college procedures and guidelines governing the purchase of supplies, materials and equipment.
- Ability to gather information through questioning individuals and examining records and documents.
- Ability to work accurately with names, numbers, codes and/or symbols.
- Ability to create, secure and analyze quotes and investigate Campus, Statewide and various Consortium contracts to make appropriate recommendations that best satisfy the requisitioning departments' requirements, while ensuring the QCC guidelines are being adhered to.
- Ability to assemble items of information in accordance with established procedures.
- Ability to maintain accurate records.
- Ability to establish and maintain harmonious working relationship with others.
- Ability to work independently, and to exercise sound judgment.
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Preferred Qualifications

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- Experience in higher education.
- Knowledge of the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned activities.
- Knowledge of state purchasing and accounting procedures, including terminology.
- Experience with processing Purchase Order Requests.
- Knowledge of and experience with Jenzabar, DocuSign, and online ecommerce platforms.
- Demonstrated ability to manage multiple priorities and complex projects and readily adapts to situational and environmental changes. Adjusts strategies quickly to respond to changes in the College's needs and/or marketing conditions.
- Demonstrated skill in multi-tasking independent projects.

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.



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Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=184230>

Contact Information

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

Contact

Business Office
Quinsigamond Community College

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