



Job Description

Job Title:	Senior Buyer	Grade:	K
Department:	Procurement	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Responsible for interpreting, administering and explaining state laws, regulations, and guidelines governing procurement. Assist in writing specifications for the creation of public solicitations for goods and services needed by the College. Interaction with department personnel to process purchase orders through the state's electronic procurement platform (E-Procurement). Review College's contracts to ensure compliance with terms and conditions of the state of North Carolina.

Characteristic Duties and Responsibilities:

1. Interprets, administers, and explains federal and state laws, regulations and guidelines governing procurement activities.
2. Assists with writing specifications for the creation of public solicitations for goods and services.
3. Assists with execution of the bidding process according to federal and state laws, regulations and guidelines.
4. Assists with Evaluation of bidders and serves as a liaison between college personnel and bidders.
5. Assists with review of contracts to ensure compliance with the terms and conditions of the state of North Carolina.
6. Maintains bid information and processes procurement transactions through E-Procurement and Colleague.
7. Documents and reports system issues within E-Procurement and Colleague systems.
8. Analyzes departmental budgets and provides guidance on appropriate budget transfers.
9. Confers with College departments to solve complex problems pertaining to procurement, accounting, budgeting, and general ledger systems.
10. Produces and analyzes reports from the College's financial system and from the E-Procurement system. Provides information and guidance based on the analysis of the data in the reports.
11. Maintains contract records and files.
12. Maintains the Procurement records and files
13. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Director of Procurement
Direction Given: No authority or responsibility for the supervision of others



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Minimum Requirements:

Associate Degree from a regionally accredited institution in Accounting, Business Administration, Finance or related; or a High School diploma with 2 years of purchasing or contract management experience.

Preferred Qualifications:

- Experience with E-Procurement and Ellucian
- Experience with Procurement or Contract Management

Knowledge, Skills, Abilities and Worker Characteristics:

- Knowledge of College rules, regulations and procedures
- Familiarity with the College chart of accounts
- Knowledge of federal and state procurement laws, regulations and guidelines
- Ability to establish and maintain effective working relationship with staff, administrators and vendors
- Knowledge of budgetary policies, procedures and accounting principles
- Ability to make sound judgments and provide sound guidance
- Strong computer skills
- Strong organizational skills
- Strong written and oral communication skills
- Strong customer service skills

Working Conditions:

Typical office environment