



BENNETT COLLEGE

Job Posting

Title: Purchaser

Date of Posting: 10/08/18

Closing Date: Until Filled

Job Code: 18-1008BLF

Department: Business & Finance

Reports To: Associate VP, Business & Finance/Controller

GENERAL SUMMARY:

The Purchaser administers the procurement program of the college. Purchase all supplies, materials, equipment, and service entered into by the college.

ESSENTIAL JOB FUNCTIONS:

- Reviews purchase requests for completeness and to determine whether the documents require further attention before processing.
- Checks vendor information for completeness and to determine whether purchase orders are accepted.
- Determines whether the item is funded via contracts/grants or the institution and checks for proper account number and authorizing signatures.
- Negotiates and obtains competitive pricing, ensuring that quality and price requirements are met in the procurement process.
- Communicate purchase order details to vendors, obtain delivery dates, and notify requestors of order/delivery status.
- Provides timely notification to internal and external customers regarding purchase order issuance and status.
- Maintains centralized filing system for all purchase orders generated, to include supporting documentation.
- Maintains on-going communication with internal and external customers to ensure that their purchasing needs are met.
- Monitor the system periodically to close out satisfied purchase orders.

- Maintains catalog files for products and makes them available to the customer upon request.
- Researches products to learn as much as possible about them. Have descriptive literature and pricing available as feasible and continuously develop lists of sources for the products.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of and skill in using computer software, including MS Word and MS Excel
- Knowledge of Jenzabar EX is preferable but not required
- Ability to pay close attention to detail and coordinate various activities simultaneously
- Ability to work with minimal supervision
- Ability to maintain confidentiality
- Ability to work and assist colleagues, students and supervisor in carrying out the goals of the college
- Strong interpersonal and communication skills
- Ability to work within a diverse community
- Must be a self-starter, dependable and have excellent analytical skills.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in accounting or business administration with at least eighteen hours of accounting is preferred
- Minimum of three years of general ledger accounting experience is preferred, preferably in a college environment

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- cover letter
- resume
- application for employment (found at www.bennett.edu)
 - reference Job Code **18-1008BLF**
- unofficial transcripts from every college and university attended
 - official transcripts are required if an offer of employment is accepted

ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED

Applicant packets must be received ONLY by email at:
hr@bennett.edu

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.