

Senior Contract Coordinator Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=141286>

Downloaded On: Sep. 22, 2020 11:31am

Posted Apr. 17, 2020, expired Aug. 17, 2020

Job Title	Senior Contract Coordinator
Department	Procurement&Strategic Sourcing
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Apr. 17, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Administrative Support/Services
Apply Online Here	http://employment.niu.edu/postings/51802
Apply By Email	
Job Description	

This position is responsible for a wide range of complex procurement and contracting responsibilities within the Procurement Services & Contract Management office, with a focus on procurement contracts. Using established standards of good business practice and sound fiscal management, the Senior Contract Coordinator negotiates and oversees contractual relationships that are in the best interest of the University for a wide range of commodities and services, while utilizing various procurement and contract systems. This position oversees complex contract negotiations, including drafting and negotiating vendor terms.

The Senior Contract Coordinator will also lead and participate in special projects/initiatives and serve as the subject matter expert to the University community and mentor for other procurement professionals. Senior Contract Coordinator will assist various University Departments with achieving optimum procurement practices, such as consolidations, cost savings, assist in refining specifications provided by customers, suppliers, university resource staff, and other sources. Senior Contract Coordinator will be instrumental in developing requests for proposals, bids, or quotations in compliance



Senior Contract Coordinator Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=141286>

Downloaded On: Sep. 22, 2020 11:31am

Posted Apr. 17, 2020, expired Aug. 17, 2020

with all applicable federal, state and university policies, rules, and regulations governing the procurement of commodities and services for a state institution of higher education.

Contact Information

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

Contact

,