

Procurement Process Representative - Tufts Support  
Services  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=183987>

Downloaded On: Aug. 19, 2022 8:06pm

Posted Apr. 14, 2022, set to expire Aug. 27, 2022

<b>Job Title</b>	Procurement Process Representative - Tufts Support Services
<b>Department</b>	Tufts Support Services
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Apr. 14, 2022
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/17075?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/17075?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
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<b>Apply By Email</b>	
<b>Job Description</b>	

Overview

The Tufts Support Services organization at Tufts University delivers administrative services to both schools and central units across the University's three campuses. Administrative activities that are common across the central divisions and schools have been consolidated, allowing expert teams to provide exemplary administrative support to faculty and staff. Comprising administrative support for transactional tasks in Human Resources, Finance, and Information Technology, along with professional services for budgeting and other functions, Support Services operates under a governance model that includes Service Level Agreements. Tufts Support Services is customer-focused and strives for continuous improvement and high customer satisfaction.



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The Purchasing group in Support Services provides a streamlined and standardized process to facilitate the procurement of third-party products and services, ensures purchases are in compliance with university policies, state & federal regulations, focuses on customer service, and minimizes processing turnaround times.

What You'll Do

Working closely with the Purchasing Office and Support Services Manager for Financial Services Operations, the Procurement Process Representatives are responsible for managing activities related to identifying and fulfilling purchases.&nbsp; Steps include identifying purchasing needs, creating requisitions, gaining approvals, and creating purchase orders.&nbsp; &nbsp;The Procurement Process Representative processes requisitions up to a pre-defined dollar threshold for customers including faculty and staff, ensuring accurate and timely completion, following up with problem resolution, responding to policy and procedure inquiries, and operating within the Support Services delivery model.&nbsp; The Representative also helps administer procurement system functions.

&nbsp;&nbsp;Other functions include purchasing/travel card management, role level security, and cell phone reimbursements. Also, the administration of various systems, including Marketplace, Apptricity, P-Card, e-Expense, Egencia, and Peoplesoft. &nbsp;

What We're Looking For

Basic Requirements:

&nbsp;

Knowledge and skills as typically acquired by:

Minimum of 3 years in procuring goods and services for a high volume, complex organization.

Experience working with purchasing card programs preferable.

High school diploma/GED or equivalent.

Knowledge of MS Office, proficient in web inquiries, knowledge of purchasing systems.

Strong administrative skills, excellent oral and written communication skills, and strong organizational skills.

An employee in this position must complete all appropriate background checks at the time of hire, promotion, or transfer.

&nbsp;

Equal Opportunity Employer - minority/females/veterans/disability/sexual orientation/gender identity.

### Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

**Contact**

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