

**Purchasing Supervisor (Job S#264)
Tuskegee University**

Direct Link: <https://www.AcademicKeys.com/r?job=185867>

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Posted May 17, 2022, set to expire Sep. 16, 2022

Job Title	Purchasing Supervisor (Job S#264)
Department	
Institution	Tuskegee University Tuskegee, Alabama
Date Posted	May 17, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services Facilities/Maintenance/Transportation
Job Website	https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/purchasing-supervisor-job-s264

Apply By Email

Job Description

Position: Purchasing Supervisor
Purchasing (Procurement and Business Services)

Department:

Status: Full Time

Special Qualifications

In keeping with the President's commitment to Tuskegee University seeking "One Tuskegee," the ideal Purchasing Supervisor will possess the willingness to use their expertise to assist in transforming Tuskegee into a leading 21st century living and learning environment.

Essential Job Duties and Responsibilities

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- Responsible for the procurement of goods, services, and projects to ensure the University receives maximum value for expenditures
- Performs the administrative and managerial functions necessary to plan, implement, review and control the operations of the Purchasing department to be in compliance with and support of the policies, mission and strategic plan of the University
- Serves as a liaison between Business and Fiscal Affairs and University departments, vendors, and other personnel.
- Ensure open communication regarding complex issues that arise within the University and vendors. Resolves issues and/or recommends corrective action.
- Ensure the timeliness and accuracy of procurement reports produced by the Purchasing Office
- Schedule and conducts policy and procedure training sessions, as appropriate, for the areas of responsibility
- Maintain, improve, and implement internal controls that will ensure efficient and effective operations
- Ensure efficient operation of the Purchasing Department
- Participates in the selection of, training, motivating and evaluating assigned personnel; works with employees on performance issues
- Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Perform all other duties, as assigned

Qualifications

- A minimum of four years of accounting and/or administrative experience, including two years of procurement
- Master's degree in accounting or related field (preferred)
- Supervisory experience
- Ability to communicate effectively, both orally and written
- Highly proficient analytical skills; ability to analyze and interpret complex contractual agreements
- Advance experience with computerized office tools such as Microsoft Excel, Microsoft PowerPoint, and Microsoft Word
- Colleague Ellucian experience a plus
- Ability to provide excellent customer service in a courteous manner

Salary

Commensurate with education, training, and experience

**The statements contained in this job announcement reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of



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responsibility. It should not be considered an all-inclusive listing of work requirements. **

Applications are available at the following link:

<https://www.tuskegee.edu/Content/Uploads/Tuskegee/files/HR/Fillable-TU-EMPLOYMENT-APPLICATION.pdf>

Each applicant, including all current/existing employees, must complete and submit a Tuskegee University employment application, resume/CV, a list of (3) to (5) references (with detailed contact information) and copies of unofficial transcripts (official transcript(s) will be required upon hire). Applicants must meet the minimum qualifications and submit a completed application packet in order to be considered for the position. The University reserves the right not to fill the position in the event of budgetary or operational constraints. Application packets with missing information will be considered incomplete and will not be processed.

Human Resources Department

Attn: Employment/Recruitment

101 Kresge Center

Tuskegee University

Tuskegee, Alabama 36088

Email Address: employment@tuskegee.edu

Equal Employment Opportunity Employer-Male/Female/Veteran/Disabled

Federal law requires identity and employment eligibility verifications on Form I-9 within three (3) business days of

employment. Must be able to pass a background check.

Contact Information

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

Contact