

Director Procurement Tufts University

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Posted Mar. 17, 2023, set to expire Dec. 31, 2023

Job Title	Director Procurement
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Mar. 17, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Fiscal Services
Job Website	https://jobs.tufts.edu/jobs/18539?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Central Procurement Department is responsible for supplier selection, contract negotiations, vendor management, and requisition to purchase order review and approval at Tufts University.

What You'll Do

The Director of Procurement is responsible for supporting stakeholders in the supplier selection, contract negotiation, vendor management, and requisition to purchase order review process for assigned spend categories. Spend categories, shall include one or more of the following categories/sub-categories – Capital Projects (construction, equipment and maintenance, etc.), Facilities Maintenance (MRO supplies, Custodial, Groundskeeping, Security, Bus Transportation, Utilities, Fleet, etc.), IT and Professional Services (HR, Marketing, Travel & Events, Finance, Legal, etc.) and Research,

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Education and Clinical (Dental, Vet, Lab, Arts, Science, Engineering, Scientific) Products and Services. Responsible for establishing category strategies and implementing strategic sourcing initiatives. Directly manages a team of sourcing and contracts resources, including strategic sourcing and contract specialists, buyers, analysts. Works with resources in operations, legal, information technology, accounts payable, and Tufts Shared Services.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of Bachelor's Degree in business, economics, operations, or supply chain management
- 10+ years relevant experience/expertise in strategic sourcing, contract negotiations, vendor management in one or more spend categories, with a track record in creating value (cost, service, innovation)
- Demonstrated change agent with strong analytical, staff management, and negotiations skills
- Expertise in review and negotiation of contract language (terms and conditions) both commercial and legal is essential
- Ability to understand business drivers, develop knowledge of supplier markets and bring solutions that meet stakeholders' requirements
- Able to draw and communicate insights from quantitative and qualitative data
- High level of integrity and dependability with a strong sense of urgency
- Ability to negotiate externally with supplier seasoned sales staff as well as influence collaboratively with internal stakeholders regarding the benefits associated with sourcing decisions
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses
- Proficient in ERP and procurement tools, systems, and processes – including eRequisitions, Spend Analysis, sourcing (RFX and eAuctions), Contracts, and eCatalogs
- Advanced user of Microsoft Outlook, Excel, Word, and PowerPoint
- Experience managing high visibility projects with minimal oversight
- Highly motivated, self-starter, detail-oriented, excellent prioritization, cross functional player
- Team player with excellent interpersonal, communication, critical thinking, and decision-making skills

Preferred Qualifications:

- Master's in Business Administration or JD in business law is a plus
- Six sigma or Certified Program management or equivalent process expertise preferred
- Certified Purchasing Manager (C.P.M)



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- Category specific certification (example, LEEDs or energy purchasing, IT)

Pay Range

Minimum \$133,200.00, Midpoint \$166,500.00, Maximum \$199,800.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact

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