

**Procurement Director
Tufts University**

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Posted Nov. 4, 2024, set to expire Mar. 19, 2025

Job Title	Procurement Director
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Nov. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology Fiscal Services
Job Website	https://jobs.tufts.edu/jobs/21075?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 Procurement Director is responsible for supporting stakeholders in the supplier selection, contract negotiation, vendor management, and requisition to purchase order review process for assigned spend categories. The spend categories, shall include the following categories/sub-categories – Capital Projects (construction, equipment and maintenance, etc.), Facilities Maintenance (MRO supplies, Custodial, Groundskeeping, Security, Bus Transportation, Utilities, Fleet, etc.), The individual is responsible for establishing category strategies and implementing strategic sourcing initiatives and aggregating spend. The individual must be able to directly manage a team

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of sourcing and contracts resources, including strategic sourcing and contract specialists, buyers, analysts. The individual will be required to work with resources in operations, legal, information technology, accounts payable, and Tufts shared services.

Essential Functions:

- Develop and implement category management playbook (strategy, plan, templates) for assigned category/(s). Create sub-category specific tools, templates, and cheat sheets, for strategic sourcing, contracts, vendor management, and requisition to payment process.
- Analyze spend, review contracts, and collaborate with key stakeholders (operations, functions, and schools) to develop and implement a pipeline of strategic sourcing initiatives across assigned spend categories.
- Draft and issue RFXS (RFIs, RFPs, and RFQs), and evaluate proposals based on total value (cost, capability, service, innovation, diversity, sustainability). Analyze commercial and contractual terms and negotiate contracts in collaboration with key stakeholders. Drive adoption with selected supplier by influencing stakeholders on program benefits and report compliance.
- Manage preferred vendor relationships and implement quarterly business reviews to monitor contract utilization and identify opportunities for year on year improvement.
- Communicate updates to relevant departments regarding price and service fluctuations of goods and service providers. as well as market macro trends impacting the industries and related supply chains of suppliers within relevant categories.
- Determine KPIs/metrics and provide direction to procurement analyst on creating reports and dashboards for savings, project status updates, spend utilization, and contract renewals. Drive compliance to procurement policies and preferred vendors. Review/Assign/Approve electronic requisitions and release Purchase Orders, as needed.
- Triage eRequisitions and assign to procurement resources based on complexity. Monitor activities to ensure review of eReqs and contracts meet Tufts' standard. Supervise, train, and mentor sourcing and contract specialists. Discuss risks with stakeholders for contracts that do not meet Tufts' standards and prepare/review/approve deal summaries.

What We're Looking For

Basic Requirements:

- The ideal candidate will be a change agent with strong analytical, staff management, and negotiations skills.
- He or she must have over 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).
- Bachelor's degree in business, economics, operations, or supply chain management.
- 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.
- Ability 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.

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- 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
- Manage 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 skill

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

Pay Range

Minimum \$138,250.00, Midpoint \$172,800.00, Maximum \$207,350.00

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