

Technical Craft Specialist A - Junior Buyer  
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251478>

Downloaded On: Jan. 15, 2025 5:30am

Posted Jan. 13, 2025, set to expire May 8, 2025

**Job Title** Technical Craft Specialist A - Junior Buyer  
**Department** All Jobs  
**Institution** Community College of Philadelphia  
Philadelphia, Pennsylvania

**Date Posted** Jan. 13, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Fiscal Services

**Apply Online Here** <https://www.click2apply.net/BDKklWcAoQnVjHnwmuO7Ke>

**Apply By Email**

**Job Description**

## Posting Details

### Position Information

Position Title: Technical Craft Specialist A - Junior Buyer

Requisition Number: SCL00384

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### General Description

Reporting into the Director of Purchasing, the Junior Buyer assists in purchasing materials, supplies and services at the most favorable terms for the College. This position assists the department in ensuring that vendors meet the required qualifications, evaluating bids, and negotiating prices for goods and services through the open market or the bidding process. The Junior Buyer tracks purchases, monitors vendor quality, and maintains a current database of vendor information. The Junior Buyer anticipates peripheral needs to purchase in a timely manner & acceptable delivery timeframe.

### College Intro

*Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in this city and beyond.*

*Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.*

### Specific Responsibilities

- Provide assistance in procuring assigned supplies, materials and/or services at the most favorable terms for the College.
- Examine and review departmental requisitions for completeness and accuracy of information;

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- contacts department or initiator to clarify or complete information.
- Deliver quality customer service to external and internal clients, and communicate with requestors in a professional, helpful and courteous manner.
  - Respond to general requests for information; communicate purchasing procedures to departments and assist departments in initiating requests for goods and services.
  - Assist departments in determining if commodity/service requests require a bid process, market check assessment or other type of procurement.
  - Assist end-users in the online requisition and document tracking process and resolve procurement issues between end user department and vendor; escalating issues to the Director when needed.
  - Place orders with approved vendors and enter the purchase orders into Banner.
  - Onboard new vendors by collecting required documents (i.e. vendor application, W-9, ACH, etc.) to ensure that the vendor meets College requirements.
  - Create vendor records in Banner and ensure accuracy, confidentiality, and organization of vendor files.
  - Negotiates and/or bids required supplies, materials, and/or services according to College policy; compares quotes/bids based on specifications and requestor's needs.
  - Provide support in identifying new suppliers by utilizing local or national organizations that maintain vendor databases; exploring Purchasing organizations who have databases with supplier information, seeking out information from other College/Universities, etc. to assist in procuring requisitioned commodities or services.
  - Exercise resource stewardship to ensure compliance with College policies and procedures.
  - Keep up to date on and communicate proper policy and procedures to internal departmental contacts.
  - Other duties as assigned.

### **Minimum Qualifications**

- High school diploma or GED equivalent required.
- At least two (2) years of previous work experience in purchasing required.
- Previous experience with contract negotiations required.
- Strong capabilities and experience using Microsoft Office Suite with the ability to manipulate, import and export data.
- Must be able to work independently.
- Requires strong attention to detail and excellent interpersonal skills.

### **Preferred Qualifications**

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- Associates degree in a related field is preferred.
- Certified Professional in Supply Management (CPSM), or accredited purchasing practitioner credentials preferred.
- Public bidding experience preferred.
- Experience in Print and Fulfillment, MRO, Allied Health and Information Technology buying preferred.
- Experience with Ellucian Banner software is preferred.

Work Location: Main Campus

### **Benefits Summary**

#### **Benefits:**

*“Success Starts Here” at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.*

#### **Full-time faculty and staff benefits include:**

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

#### **Additional College benefits:**

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

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Salary Grade or Rank: 8

Min Salary: \$20.60

Max Salary: \$40.70

Job Posting Open Date: 11/19/2024

Type of Position: Classified

Employment Status: Full-Time

### Special Instructions to Applicants

**Interested candidates should complete an online application.**

### Applicant Testing: MS Word, MS Excel, MS PowerPoint

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

*Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.*

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

1. \* How did you hear about Community College of Philadelphia?
  - CareerBuilder.com
  - HigherEdJobs.com
  - LinkedIn
  - The Chronicle
  - Veterans Job Fair

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- Professional & Technology Diversity Career Fair
- AL DIA - Diversity Career Fair
- Community College of Philadelphia Website
- Indeed.com
- Other

2. \* If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. \* What is the highest level of education you have completed?

- No Response
- High School/GED
- Associates Degree
- Bachelor's Degree
- Master's Degree
- Doctorate
- Other

4. \* Do you have at least two (2) years of previous work experience in purchasing?

- Yes
- No

5. \* Do you have contract management/negotiations experience?

- Yes
- No

6. \* Do you hold Certified Professional in Supply Management (CPSM) or accredited purchasing practitioner credentials?

- Yes
- No

7. \* Do you have public bid experience?

- Yes
- No

8. \* Do you have previous experience using Ellucian Banner or a similar system?

- Yes
- No

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## Documents Needed to Apply

### Required Documents

1. Resume
2. Cover Letter/Letter of Application

### Optional Documents

1. References

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### Contact Information

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

**Contact** Abby Ametrano [Aametrano@ccp.edu](mailto:Aametrano@ccp.edu)  
All Jobs  
Community College of Philadelphia

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