

**Senior Buyer (7739U), Procurement Services - 77472**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=255696>

Downloaded On: Apr. 20, 2025 2:58am

Posted Apr. 15, 2025, set to expire Jul. 1, 2025

**Job Title** Senior Buyer (7739U), Procurement Services - 77472  
**Department** Supply Chain Management Procurement  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Apr. 15, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Fiscal Services

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**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### Departmental Overview

Supply Chain Management (SCM) Procurement facilitates the purchase of quality goods and services at the best value to UC Berkeley while ensuring sustainable & socially responsible supply chain practices. We strive to provide excellent customer satisfaction by simplifying the procurement process through strategic supplier agreements, conducting competitive bid solicitations and leveraging the collective spending power of the university. In providing excellent service, SCM's professional staff of Procurement Analysts often collaborate with many campus partners including: Risk Services, Legal Affairs, and Berkeley People & Culture to ensure compliance with all federal, state, and University of California policies and regulations. We strive for continuous improvement in our process and practices to maximize value, minimize university risk, and promote environmental stewardship supporting the University's mission of teaching, research and public service.

Under the supervision of the Procurement Director, the Senior Buyer serves as an experienced member of the procurement team, providing complex professional procurement and contracting expertise for the campus's goods and service needs. The Senior Buyer shall possess a wide array of contract writing and negotiation expertise. This position requires an adaptable, forward-thinking professional who is ready to integrate emerging tools to enhance procurement efficiency, strategic sourcing, and contract management. The role will also assist in identifying opportunities for savings, standardization, and efficiencies while remaining flexible to adapt to evolving technologies, such as AI and automation.

### Application Review Date

The First Review Date for this job is: April 21, 2025

### Responsibilities

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- Drafts and executes purchase orders and contracts using advanced ERP systems, utilizing standard terms and conditions for materials, supplies, equipment, and services.
- Regularly communicates and leads meetings with organization's customers, reduces risk to the University by ensuring departmental compliance with procurement policy, works in conjunction with end-users to develop specifications for RFQs and RFPs, assists in implementation of organization or systemwide agreements, manages demand against agreements, makes recommendations regarding new supply sources; champions use of a diverse supply base, as appropriate.
- Negotiates strongly with suppliers for lower prices and optimal and/or unique terms and conditions as required, takes an active role in development of new supply sources, manages all aspects of supplier performance, and actively manages and administers supplier contracts.
- Works with Departmental Subject Matter Experts to draft complex Statements of Work (SOWs) to be incorporated into higher risk, higher value contracts.
- Performs cost analyses and reviews terms and conditions for appropriateness.
- Interprets and applies University policies and procedures.
- Reconciles P-Card activities regularly on behalf of departments.
- Evaluates sole source justifications for appropriateness.
- Participates in professional development and training.

**Required Qualifications**

- Advanced knowledge of contracting principles and practices, methods and procedures used in competitive procurement, including value analysis, and source selection techniques.
- Knowledge of complex RFQ/RFP preparation and contract drafting.
- Demonstrated interpersonal skills using a high degree of tact, diplomacy and discretion to interact in a positive and polished manner with diverse constituents, including campus colleagues, administrators, and community members in order to provide exemplary customer service.
- Knowledge of and/or ability to learn and understand the organization's departments and operations required in order to meet their procurement needs.
- Strong skills in the use of ERP / financial systems / AI-driven analytics (such as Oracle, PeopleSoft, SAP, Jaggaer, Workday, GEP, etc.).

**Education/Training:**

- Bachelor's degree in related area and / or equivalent experience / training

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**Licenses/Certifications:**

- If not already obtained, incumbent will be expected to obtain and maintain CPSM (Certified Professional in Supply Management) or similar certification within two years of employment.

**Preferred Qualifications**

- Ability to read, interpret, redline, modify and negotiate legal terms, conditions of goods and services contracts.
- Thorough knowledge of applicable of and/or ability to learn university, California State and federal regulations and procurement regulations.
- Demonstrated ability to oversee and develop tools, templates, and response processes and procedures to aid day-to-day operations and functions.
- Experience with strategic sourcing of multiple commodities and service categories for large, complex organization.
- Experience identifying sourcing needs and conducting market research to identify potential suppliers and vendors.

**Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the University of California's Compensation & Benefits website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

- The budgeted salary range that the University reasonably expects to pay for this position is \$85,000.00 - \$95,000.00. This is an exempt, monthly-paid position.
- This is a 2-year, full-time (40 hours/week), Contract position with the possibility of extension.
- This position is eligible for full UC benefits.
- This position is eligible for up to 95% remote work, with a requirement to attend occasional on-

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campus meetings, roughly four times per year. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### **How to Apply**

To apply, please submit your resume and cover letter.

### **Conviction History Background**

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### **SB 791 and AB 810 Misconduct Disclosure**

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### **Other Information**

This is not a visa opportunity.

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**Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

**Contact Information**

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

**Contact**

N/A

University of California, Berkeley

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