

Procurement Manager
Northern Essex Community College

Direct Link: <https://www.AcademicKeys.com/r?job=261539>

Downloaded On: Sep. 11, 2025 6:42pm

Posted Aug. 22, 2025, set to expire Dec. 18, 2025

Job Title Procurement Manager
Department Procurement and Contract Management
Institution Northern Essex Community College
Haverhill, Massachusetts

Date Posted Aug. 22, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager
Professional Staff

Academic Field(s) Legal Services
Finance/Investment Management

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Job Description

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Procurement Manager

POSITION: Full-Time Procurement Manager (Staff Associate): Administration and Finance; full on-site position at our Haverhill Campus but travel to the Lawrence Campus as needed; 37.5 hours per week; Non-Unit Professional Position.

SUMMARY: Under the direction of the Director of Procurement and Contract Management, this position manages full-cycle procurement activities for the college, ensuring compliance with higher education

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and Commonwealth of Massachusetts public procurement laws, including MGL c.30B, c.149, and c.30 39M. Responsibilities include generating purchase orders, preparing bids and RFPs, managing vendor relationships, and overseeing year-end procurement processes. Strong organizational, communication, and customer service skills are essential.

RESPONSIBILITIES:

Responsibilities include, but are not limited to:

- Responsible for generating purchase orders, change orders, and ordering supplies/services
- Ensure compliance with college policies and state procurement and finance laws, including Massachusetts General Laws Chapter 30B, Chapter 149, Chapter 30 39M, and the Prevailing Wage Law, particularly as they apply to public construction and design services
- Prepare Requests for Proposals (RFPs), Invitations for Bids (IFBs), and other solicitations to procure supplies and services, including design and construction services, in accordance with Commonwealth of Massachusetts public procurement guidelines
- Track procurement timelines, including bid openings, RFP deadlines, and award notifications; support the director's monthly and annual procurement planning calendar
- Source vendors, secure quotes, and negotiate pricing for goods and services
- Research and recommend vendors, supplies, and services available through local and national consortiums and cooperative purchasing agreements
- Develop strong collaborative relationships with key stakeholders to strategically manage vendor relationships; attend meetings, conferences, and professional development training; and perform other duties as required
- Prepare and review procurement and contract documents in accordance with internal customers' requirements
- Develop and implement policies, procedures, and systems to monitor effective procurement processes
- Understand and enforce instructions regarding procurement processes and procedures
- Analyze and identify opportunities for cost avoidance and cost savings
- Responsible for the development and tracking of unit-wide metrics and key performance indicators
- Manage year-end procurement processes
- Manage and maintain the department's intranet SharePoint site, ensuring content is current, accessible, and aligned with institutional standards
- Responsible for developing and delivering training for internal users on procurement guidelines, procedures, and best practices
- Assist with the management of college insurance policies, including coordination with providers

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and internal stakeholders

Job Requirements:

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Finance, Accounting, Business Administration or related field
- 5 or more years of experience in procurement
- Computer proficiency required, including Microsoft Office programs (Word, PowerPoint, Excel)
- Ability to deal tactfully with internal and external customers
- Ability to communicate effectively both verbally and in writing
- Strong work ethic, detail-oriented, excellent organizational skills; takes initiative, proactive and accustomed to meeting deadlines, managing competing demands, and dealing with frequent change, delays, or unexpected events
- Exceptional customer service skills, strong communication, business analysis skills experience
- Must be well-organized, flexible, and able to manage multiple projects simultaneously

PREFERRED QUALIFICATIONS:

- Massachusetts Certified Public Purchasing Officer Certification (MCPPO)
- Ellucian Banner experience
- Commonwealth of Mass State Finance MMARS experience
- Administrative skills including the ability to organize large amounts of paperwork and data
- Computer Proficiency:
- Microsoft Teams for collaboration, communication, and project coordination
- SharePoint for document management and intranet site administration
- Experience working with and supporting a culturally diverse, urban population in a Hispanic-Serving Institution
- Bilingual (Spanish/English)

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EQUIVALENCY STATEMENT: Applicants who do not meet the qualifications as noted above are encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

BACKGROUND CHECK: Candidates will be required to pass a CORI and SORI check as a condition of employment.

Additional Information:

SALARY: Anticipated starting salary range is \$80,000.00 - \$90,000.00 annually with complete fringe benefit package including competitive health insurance, dental insurance, basic life insurance, long-term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits.

ANTICIPATED START DATE: September 2025

To apply, click [HERE](#)

Contact Information

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

Contact

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Northern Essex Community College

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