



Job Title: Purchasing and Requisition Manager
Department: Administration
Reports To: Chief Financial Officer and Installation Manager
FLSA Status: Exempt – Full-time
Prepared Date: October 20, 2021

Position Summary:

- Collaborates with other departments and leadership to identify and develop needs and requirements for equipment, materials, products, and acceptable substitutions.
- Assesses current material availability; reasonably predicts future availability based on the market, delivery systems, and other variables.
- Prepares and presents market conditions and merchandise cost reports.
- Prepares and processes purchase orders and requisitions for materials, supplies, and equipment.
- Authorizes payment for purchases by forwarding receiving documentation.
- Drafts, explains, and implements instructions, policies, and procedures for purchasing and contract management.
- Evaluates and approves conditions for issuing and awarding bids.
- Resolves grievances with vendors, contractors, and suppliers.
- Maintains and/or implements purchasing and recordkeeping systems.
- Acts as the company's representative in negotiations with suppliers.
- Coordinates removal or disposal of surplus materials.
- Administers the departmental budget.
- Performs other duties as assigned.

Required Skills and Qualifications:

Equivalent experience developing and administering RVPs and RFPs and evaluating bids

Interested applicants email your resume and cover letter to careers@sjnacademies.org