



**RHODE ISLAND COLLEGE  
JOB DESCRIPTION**

Position classification: PSA Date created or revised: 9/20/2022 Exempt/Non-Exempt Status: Exempt Responsible individual: No Campus Security Authority: No
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Title: Purchasing Coordinator (Procurement Operations)  
Status: Full time, 35 hours/week  
Grade: 9  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports To: Director of Purchasing

**PRIMARY PURPOSE:**

Assist the Director with the day-to-day operations of the Purchasing Office and be responsible for said operations in the absence of the Director. The individual will assist Capital Project and Facilities with developing competitive solicitations and selecting the solicitation method most appropriate for the request.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Essential Job Functions:

- Advise and instruct faculty, staff, and vendors with respect to procurement policies and procedures.
- Assist Capital Project and Facilities with developing competitive solicitations and selecting the solicitation method most appropriate for the request
- Approve daily online requisitions and assist requisitioners with any issues or concerns that may have.
- Attend and schedule pre-bid openings, assist with opening of bids, tabulation of bids, and determination of bid awards and issuance of purchase orders to the appropriate vendors.
- Notify and assist departments that have expiring contracts that need to be re-bid.
- Notify the college community of any updates and additions to the Master Price Agreement list made available by State of Rhode Island Division of Purchases for State Agency utilization.
- Reconcile outstanding purchase orders and State requisitions with amounts reported on the College and State accounting systems respectively.
- Reconcile the Rhode Island College's PeopleSoft Purchasing module to the General Ledger on a continuous basis.
- Utilize PeopleSoft to create reports for Management Review.
- Advise and instruct vendors and user departments with respect to procurement policies and procedures.
- Assist with the development of furniture proposals and design for Facilities renovation projects.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Director of Purchasing.

## **REQUIRED QUALIFICATION STANDARDS:**

### Education:

Bachelor's degree in Business Administration, Accounting, Finance, or related field.

### Experience:

At least three (3) years' experience in a similar office setting within a large organization with many departments.

### Skills, Knowledge and Abilities:

- Thorough knowledge of the principles, practices and procedures involved in the procurement of supplies, materials, equipment, and services.
- Ability to collaborate with others.
- Possess technological skills in Microsoft Office, Word, Excel, and Outlook.
- Excellent oral and written communication, analytical, organizational and accuracy skills.

## **PREFERRED:**

- Experience and knowledge of the State of Rhode Island procurement regulations.
- Proficiency utilizing Oracle PeopleSoft software.

## **ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*