

**POSITION TITLE:** Vice President of Procurement

**DEPARTMENT:** Purchasing

**STATUS:** Exempt

**SALARY:** \$75,000 - \$85,000, dependent upon experience

**POSITION SUMMARY:**

Manage and oversee all procurement activities for the WHA, including coordinating the purchase, inventory, and distribution of all materials, supplies, equipment and contractual services. Supervise purchasing and supply warehouse staff. Ensures the WHA obtains the goods and services it needs at the best possible price.

**ESSENTIAL FUNCTIONS:**

1. Works under established procedural and statutory requirements to procure all materials, supplies and equipment, and contractual services of the WHA.
2. Create, inform, and maintain policies and procedures related to purchasing.
3. Utilizes analytical, forecasting, and negotiation skills to procure goods, materials and services on favorable terms for the agency.
4. Prepares proposals for bids on all items to be procured through competitive bidding arrangements, including all ancillary materials, such as letters to vendors, public advertising, and other required communication.
5. Summarizes and tabulates bids, and makes recommendations for awards and contracts.
6. Work collaboratively with senior leadership to review and analyze departmental purchasing to seek to reduce waste, including arranging for bulk purchases.
7. Maintains active files of vendors, prospective vendors and contractors and interviews with same.
8. Maintains current files and catalogs describing material supplies and equipment in general usage in building maintenance.
9. Oversees the inventory of expendable and nonexpendable items.
10. Oversees inspection of materials, supplies and equipment for quality, quantity and conformance with specifications.
11. Oversees the daily operations of the purchasing department, purchase order system, and purchasing department budget and staff.
12. Establishes relationships with vendors, resolving order grievances, discrepancies, and delivery delays.
13. Receives and analyzes reports from staff on discrepancies of receipts from contractors and vendors.

**OTHER RESPONSIBILITIES:**

1. Performs similar job-related duties as assigned.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. Four year college degree in business, finance, purchasing, or a related field required.
2. Minimum of five years' experience as a purchaser/buyer required.
3. Minimum of three years' experience supervising staff, preferably purchasing staff.
4. Thorough knowledge of procurement principles and practices, as well as statutory and legal requirements associated with government/public purchasing.

5. Working knowledge of inventory principles and practices.
6. Ability to maintain and analyze pricing and cost records.
7. Understanding of and ability to communicate conditions affecting goods and services.
8. Strong computer skills, ideally with experience using Microsoft-based programs.
9. Ability to coordinate multiple group efforts within the company to achieve objectives.
10. Excellent written and verbal communication skills.
11. Excellent organizational and problem solving skills.
12. Ability to handle multiple tasks, with awareness of deadlines.
13. Ability to identify processes needing improvement, and to recommend improvements.
14. Strong critical thinking, analytical, relationship building and budgeting skills.
15. Massachusetts Certified Public Purchasing Official (MCPPO) certification preferred.
16. Ability to be relied upon to be available for work.