JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Procurement Specialist

Job Code: 8240

Salary Grade: S08

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Responsibly for supporting the day-to-day operations of the university's procurement process by assisting with the preparation of requisitions and purchase orders, soliciting vendor quotes, and ensuring compliance with institutional and state procurement policies.

- Assists with the preparation and processing of requisitions and purchase orders
- Solicits quotes and proposals from suppliers for goods and services
- Evaluates supplier offers based on price, quality, delivery timelines, and customer service
- Supports negotiations of pricing and terms with suppliers under management guidance
- Assists in contract administration, including monitoring contract terms and renewal dates
- Communicates with university departments and suppliers to gather information and resolve routine procurement issues
- Tracks order status and follow up on approvals, discrepancies, and delays
- Maintains accurate procurement records and documentation in accordance with retention policies
- Supports compliance with university procurement policies and applicable state regulations
- Participates in procurement-related training and professional development opportunities
- Performs various duties as needed to successfully fulfill the function of the position

Minimum Requirements

Education:

- High School Diploma

Equivalency/Substitution: Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

Experience:

- One year experience in procurement, purchasing, administrative support, or a related field

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Ability to multitask and manage competing priorities under tight deadlines
- Ability to establish and maintain effective working relationships with vendors and university departments
- Ability to resolve routine procurement issues independently or with minimal supervision
- Strong written and verbal communication skills
- Proficient in Microsoft Office Suite
- Effective negotiation and analytical skills
- Strong attention to detail with strong organizational and time-management abilities
- Ability to interpret and apply procurement guidelines and procedures
- Ability to learn and adapt to new procurement systems and processes
- Ability to work independently and collaboratively in a team environment

Working Conditions

- Standard office environment, with prolonged periods of sitting at a desk and working on a computer

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