GENERAL OVERVIEW
The Office of the Vice President for Finance (VPF) works to advance MIT’s mission by supporting thoughtful stewardship and effective deployment of the Institute’s financial resources. Forward thinking and future oriented, this 140-person office is working to create a seamless administrative experience for MIT colleagues—through technology and process improvements—and make it easier for them to comply with grant, accounting, and other applicable rules. VPF also seeks to enhance the quality of financial information available to MIT and is focused on providing services that are readily adaptable to the evolving demands of an increasingly global Institute. A team-oriented office, VPF strives to exemplify financial and administrative excellence and the highest levels of integrity, inclusiveness, and accountability.

POSITION OVERVIEW STATEMENT
Purchases primarily standard catalog materials, supplies, equipment, and services generally from known sources, at the best possible price and value to the Institute, under advantageous purchase arrangements.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Handles the transactional aspects of the procurement of goods, materials, components, or services in line with specified cost, quality, and delivery targets set by MIT and external funding sources
- Acts as checkpoint on purchase orders ensuring that policies and procedures are adhered to and appropriate documentation is provided
- Serve as a liaison between suppliers and individual departments, labs, or centers to resolve procurement related issues
- Collaborates with the Procurement team, shares relevant information, identifies problems and obstacles while taking immediate action to get them resolved
- Works with Senior Buyers to provide opportunities to reduce costs by referring internal customers to existing Preferred suppliers
- leverage opportunities to realize savings by referring internal customers to existing Preferred suppliers
- Assists the Senior Buyer and members of Procurement Operations team to monitor supplier performance through multiple measures to track the integrity of pricing, deliverables, and customer service
- Assists internal customers with due diligence processes necessary to ensure adherence to and compliance with MIT and government policies related to purchasing operations
- Participates in projects as assigned
- Acts as backup for the procurement purchasing tool, Buy to Pay (B2P), Contact Center

QUALIFICATIONS
Required:
• High school diploma
• At least 3 years’ experience in the procurement field
• At least one year of experience delivering customer service
• Excellent written and communication skills
• Self-motivated with strong problem-solving abilities and decision-making skills
• A high level of commitment to customer service, demonstrated ability to work as part of a team
• Computer skills, including knowledge of Microsoft Office, Excel, SAP

Preferred:

• Experience with procurement lab supplies and chemicals is strongly preferred
• Bachelor’s degree strongly preferred
• Certified Professional in Supply Management (CPSM)
• Knowledge of Buy-to-Pay/Coupa System is strongly preferred

SUPervision received
Receives supervision from Manager, Procurement

SuperVision exercised
None

A background check (including checking criminal records) will be required for the final candidate.

MIT is unable to provide work authorization and/or visa sponsorship for this position.

This position has a 6-month probationary period for new employees to the Institute.

VPF benefits from a diverse and engaged workplace and seeks to further enhance our community by employing individuals from varied backgrounds. VPF actively supports MIT’s commitment to advancing a respectful and caring community that embraces diversity and empowers everyone to learn and do their best.

MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.