

MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description Form



Functional Area	Office of the Vice President for Finance, Accounts Payable		
Job Title	Assistant Manager, Procurement		
Reports to	Title	Assistant Director of Travel and Procurement Operations	
October 18, 2016			
Level/Grade	Choose an item.	Type of position:	Hours____ 40 / week
HR- P		<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

POSITION OVERVIEW STATEMENT

ASSISTANT MANAGER, Office of the Vice President for Finance, Procurement department, will be responsible with assisting the Assistant Director of Travel and Procurement Operations in the daily oversight and management of Procurement's buying operations.

Principal Duties and Responsibilities

The individual in this role will assume responsibility for the daily oversight and management of Procurement's buying operations. Will work with the Assistant Director to research, coordinate, plan, develop, write, and implement new and revised purchasing methods, procedures, and policies that increase efficiency and improve performance of procurement functions and provide DLCs (departments, laboratories and centers) with the highest practicable levels of service. With the input of the Assistant Director, will develop, implement, and amend purchasing systems, policies procedures, directives, guides, and forms that improve internal and external purchasing function techniques and operations. Will forge and foster a team that embraces positive relationships with a variety of constituents; assist with the overall supervision, performance, and training of the Procurement team and the MIT community on procurement processes and procedures; liaise with vendors in all phases of the purchasing function, providing purchasing expertise and guidance and helping assess vendor capabilities; and be responsible for the purchasing function including processing and issuing a large volume of purchase orders for supplies, equipment, and services. Will also resolve issues; understand clients' needs; remain aware of external trends and best practices; and ensure policies and procedures and appropriate terms, conditions, and clauses are in compliance with purchase agreements. Will have signing authority of \$500,000.00.

REQUIREMENTS: a bachelors' degree preferable in business administration or related field; at least three years' relevant experience in a purchasing role; thorough knowledge of the entire buy-to-pay process for goods and services; ability to work both independently and as a team member. Strong customer service, administrative, negotiation, analytical, technical, communication, and supervisory skills required. Demonstrated ability to assist in the management of others and to implement innovative ideas and processes. Ability to function effectively and meet deadlines in a busy and changing environment; an awareness of and support for diversity initiatives. Experience with the procurement of information technology goods and services or lab and research commodities strongly



preferred. Proficiency with Excel and Word and experience with SAP and Brio Query a plus; as are experience in higher education or nonprofit accounting and knowledge of MIT policies and procedures.

MIT will conduct a background check (including checking criminal records) for the finalist.

Supervision Received: Will receive supervision from the Assistant Director

Supervision Exercised: Will supervise Procurement staff of approximately eight (8) people.

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.

