

TOURO COLLEGE

JOB POSTING

Senior Purchasing Agent

Reports to: Director of Purchasing
Status: Full Time
FLSA: Exempt

About Touro College:

Touro College is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was established in 1971 primarily to enrich the Jewish heritage, and to serve the larger American community. Over 18,000 students are currently enrolled in its various schools and divisions. Touro College has branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles, are separately accredited institutions governed in common by the same Board of Trustees as Touro College.

JOB SUMMARY:

Solicit, negotiate and award orders for a broad array of equipment and services. Work with end users to define specifications and obtain best prices to meet requirements. Accomplish purchasing and the organization's mission by completing related tasks as needed. Take an active role in the development of new projects and policy writing.

JOB RESPONSIBILITIES:

Assist in soliciting, negotiating and awarding orders for a broad array of equipment and services for the department to include, but not limited to the following:

- Plans and organizes daily activities for the staff
- Plans research and coordinates purchases for the daily operation of the College
- Works with team to coordinate bids and negotiates contract

REQUIREMENTS:

Education, Preparation, and Training

- Bachelor's degree
- 5-7 years experience in the procurement field
- Previous experience in a higher education environment a plus

Skills

- Highly organized and detail oriented
- Strong written and oral communication skills
- Determines priorities and adheres to deadlines
- Knowledge of JD Edwards a plus

Physical Demands

- Extensive time sitting and standing
- Ability to lift 35 pounds
- Extensive Use of Computers

Computer Skills

- Proficiency in Microsoft Office Suite, Internet research and Outlook

Travel

- Local and infrequent travel

Application Procedure:

Please send a cover letter with salary expectations and your resume to:

recruit.hr@touro.edu. The subject line of your email should read: "Senior Purchasing Agent"

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