



## VIRGINIA UNION UNIVERSITY

### Vacancy Announcement **Director of Purchasing**

Virginia Union University has an immediate opening for a Director of Purchasing which reports to the Vice President for Financial Affairs. The position is responsible for managing the Purchasing Office, procurement of goods/services consistent with the University's Central Purchasing System. Implement a university-wide physical inventory annually and establish/make improvements to shipping/receiving. The position will also seek the best sources of goods and services and recommend vendors with best prices, quality and services, and implement a bidding process in accordance with purchasing policy.

- Review purchase requisitions to ascertain that there are budgetary resources for the items requested.
- Review requisitions to verify price quotes, descriptions and specifications of goods requested.
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- Maintain record of vendors with whom the university does business.
- Assign vendor number to all vendors.
- Conduct training on purchasing procedures.
- Research, build, and establish a cadre of reputable vendors from whom VUU may do business.
- Recommend approval of purchase orders to the Vice President for Financial Affairs.
- Organize and maintain central shipping/receiving to ensure that orders are received per purchase order(s) and delivered to requesting department(s)/office(s) in a timely manner.
- Maintain an up-to-date perpetual inventory system of all furniture and equipment and other assets.
- Log and tag property with assigned inventory number(s).
- Supervise the annual physical inventory and perform verification tests on department inventory.
- Assist the Vice President for Financial Affairs in review of contracts and ensure compliance of purchasing policy.
- Establish/maintain a bidding process for all purchases with a value equal to or greater than (>) \$5,000 and get three price quotes for goods with a value range of \$500-\$4,999.
- Maintain file and bid documents and price quotes for a period of not less than three (3) years.
- Other duties as assigned

**QUALIFICATIONS:** A Bachelor's Degree in Business Administration, Accounting or related fields from an accredited college or university. The candidate must have three to five (3-5) years of relevant experience; be customer focused and have the ability to deal well with diverse public and/or faculty/staff; and the candidate must be bondable.

#### **APPLICATION PROCESS:**

The selected candidate may be required to submit to a background investigation. VUU is an Equal Opportunity, Affirmative-Action Institution committed to cultural, racial, and ethnic communities and compliance with the Americans with Disabilities Act. Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter. Inquiries and applications should be directed to: Virginia Union University, Director, Human Resources, 1500 N. Lombardy St., Richmond, VA 23220, or e-mailed to [Resumes@vuu.edu](mailto:Resumes@vuu.edu). Please call (804) 257-5841 if any questions.