



Organization: Virginia Union University (VUU)

VUU, founded in 1865, is one of the oldest historically black colleges in America, and is a premier liberal arts institution located in Richmond, Virginia. The University is accredited by the Southern Association of Colleges and Schools and provides a nurturing, intellectually challenging and spiritually enriching environment as it develops scholars, leaders, and lifelong learners. Virginia Union University has a student body of approximately 1700 undergraduate and graduate students (in the School of Theology).

Organizational Contact: Ms. Deborah Jones, HR Director

Position Title: Director of Purchasing

Position Type: Full-time

Job Description: This position reports to the Vice President for Financial Affairs and 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 budgetary resources, to verify price quotes, descriptions and specifications of goods; maintain records of vendors; assign vendor numbers; conduct training on purchasing procedures; research, build, and establish a cadre of reputable vendors; 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 in a timely manner; and maintain an up-to-date perpetual inventory system furniture, and other assets.

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

Salary: Commensurate with Education and Experience

How to Apply: For qualified applicants, the application packet should contain a cover letter, resume, and a list of three professional references along with contact information. Submit complete packet electronically to Resumes@vuu.edu

Persons who need reasonable accommodation under the Americans with Disabilities Act to participate in the application process should contact the Office of Human Resources at 804-257-5841.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.