



Vacancy Announcement Director of Purchasing

Reporting to the Sr. Vice President for Business Affairs and CFO, Director of Purchasing is responsible for managing the Purchasing Office and the procurement of goods/services consistent with the University's Central Purchasing System.

Essential Duties and Responsibilities:

- Implement a university-wide physical inventory annually and establish/make improvements to shipping/receiving
- Seek the best sources of good and services and recommend vendors with best prices, quality and services
- Implement a bidding process in accordance with purchasing policy
- Review purchase requisitions to ascertain budgetary resources, verify price quotes, descriptions and specifications of goods
- Assign vendor numbers and maintain records of vendors
- Establish a cadre of reputable vendors and conduct training on purchasing procedures
- Recommend approval of purchase orders to the Sr. Vice President of Business Affairs and CFO
- Organize and maintain central shipping/receiving to ensure that orders are received per purchase order and delivered in a timely manner
- Maintain an up-to-date inventory system of furniture and other assets

Qualifications:

- Bachelor's degree in Business Administration, Accounting or related fields from an accredited college or university
- Candidate must be bondable
- Three to five years relevant experience
- Customer focused and able to deal with diverse public and/or faculty/staff

Salary:

Commensurate with 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 is 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.