



**American Samoa Community College  
EMPLOYMENT OPPORTUNITY**

**Position Title:** Procurement Buyer  
**Employment Status:** Full Time 12 months (Career Service)

**General Description:**

The Procurement Buyer works under the direct supervision of the Procurement Manager. His/her scope of service primarily involves local-funded programs and/or grant funded programs when required. His/her primary tasks include but are not limited to purchasing goods and services for the College. The successful candidate will perform professional purchasing of equipment (including capital equipment), supplies, services and specialized items which are designed and manufactured exclusively to meet the College's specifications. He/she needs to independently handle difficult negotiations with vendors, and will need extensive knowledge of sources of supply, interpretations of specifications, and possible substitutions. The Procurement Buyer will promote the most effective use of funds in the acquisition of assigned commodities in accordance with ASCC policies and procedures pertaining to grant allowable and unallowable goods and services. Work is reviewed in terms of meeting specific turnaround times, goals, and objectives.

**Responsibilities and Duties:**

***Administrative***

- Assist grant programs with obtaining quotes, and providing a timeline for the satisfactory purchase of allowable goods and services as provided in grant awards
- Work closely with Accounts Payable to ensure timely payment; as per set terms of agreement in Purchase Orders and/or contracts;
- Prepare and update division heads with the status of purchases for program and services on a weekly basis;
- Coordinate with the Shipping and Receiving unit on the receipt and distribution of orders;
- Participate in the updating of Divisional Standard of Operating Procedures when deemed necessary and as scheduled;
- Schedule regular meetings with programs and divisions to ascertain purchasing needs as planned;
- Develop business relationships with vendors;
- Keep and maintain a database of all approved institutional specifications on technology, equipment, tools, office supplies etc.
- Maintain a database of all Purchases Requests and orders for each division, and disseminate if requested;
- Supervise student workers and entry level co-workers, as assigned by Procurement Officer.

***Technical***

- Review and analyze submitted Purchase Requisitions to ensure the needs of programs and divisions are met in accordance with Procurement Rules and institutional policies;
- Obtain quotes for goods and services from approved qualified vendors;
- Process Purchase Orders from approved Purchases Requisitions;
- Enter final and confirmed purchase orders into Datatel System;
- Follow up with vendors on status of orders;

- Coordinate and route procurement incoming and outgoing mail;
- Count and record inventory as it is received and distributed;
- File all procurement documents;
- Work closely with Accounts Payable, and Accountants to ensure proper and correct appropriation of account numbers and/or budget updates for purchases;
- Assist with data input into the system of grant funded travels as needed;
- Participate in required meetings and/or trainings for grant programs, and in staff development activities involving purchasing or related areas;

***Reporting***

- Report the status of Purchase Requisitions received and processed, and Purchases Orders initiated, to Procurement Manager on a weekly basis;
- Report Purchase Order status of divisional orders on a bi-weekly basis;
- Provide electronic report on purchases database when requested;
- Consult and work with Procurement Manager on institutional planned purchases on a monthly basis;
- Perform other duties as assigned by the Procurement Manager or Procurement Officer

**Minimum Qualifications:**

- Associate's degree in Business Administration, Liberal Arts or Science
- Professional knowledge in Procurement Rules and Federal Regulations
- Computer Skills
- Ability to deal with vendors and negotiate purchases
- Must have a valid driver's license
- Be able to lift/carry 50+ lbs.
- In lieu of degree, three (3) to five (5) years of directly-related experience.

**Salary Range:** GS 13/04-13: \$18,340.00 - \$25,360.00 per annum

**Application Deadline:** November 9, 2021 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474 or by emailing Silaulelei Saofaigaalii at [s.saofaigaalii@amsamoa.edu](mailto:s.saofaigaalii@amsamoa.edu) or [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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