



**American Samoa Community College
EMPLOYMENT OPPORTUNITY**

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

General Description:

The Procurement Buyer works directly under the supervision of the Procurement Manager with a scope of service focused primarily on grant funded programs. His/her primary tasks include but are not limited to purchasing goods and services for the needs of the College. The successful candidate will perform professional purchasing of equipment (including capital equipment), supplies, and services of highly complex technical and specialized items which are designed and manufactured exclusively to meet the College's specific needs and specifications. The successful candidate may independently handle difficult negotiations with vendors and must have extensive knowledge of sources of supply, interpretations of specifications, and possible substitutions. He/she promotes the most effective use of funds in the acquisition of assigned commodities, in accordance with ASCC policies and procedures, for grant allowable goods and services. His/her work is reviewed in terms of meeting specific turnaround times, goals, and objectives.

Responsibilities and Duties:

Administrative

- Be responsible for assisting grant programs obtain quotes, and providing a timeline for the start and the satisfactory completion of purchasing 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;
- Update division heads with the status of purchases for programs on a weekly basis;
- Coordinate with the shipping and receiving unit on the receipt and distribution of orders;
- Participate in the implementation and updating of Divisional Standard of Operating Procedures when deem necessary and as scheduled;
- Schedule regular meetings with divisions and programs to ascertain purchasing needs;
- Develop business relationships with vendors;
- 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 Procurement Officer student workers and entry level co-workers as assigned.

Technical

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

- Coordinate and route Procurement's incoming and outgoing mail;
- Count and record inventory as received and distributed;
- File all procurement documents;
- Work closely with Accounts Payable 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 travel as needed;
- Participate in required meetings and staff development trainings for grant program purchasing and similar or related areas

Reporting

- Report on a weekly basis the status of all Purchase Requisitions received and processed, and Purchases Orders initiated to the Procurement Manager;
- Report Purchase Order status of divisional orders on a bi-weekly basis;
- Provide an electronic report on the 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, or some college in lieu of degree, three to five years of direct related experience

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

Application Deadline: July 15, 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 or ascchumanresources@amsamoa.edu.

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