



**American Samoa Community College
Procurement Division
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, with a scope of service primarily involving locally-funded programs, as well grant-funded programs when required by a supervisor or the Procurement Officer. Primary tasks include but are not limited to purchasing of goods and services for the needs of the College. The successful candidate will perform professional purchasing of equipment (including capital equipment), supplies, services, and highly complex technical and specialized items which are designed and manufactured exclusively to meet the College's specific needs and specifications. The Procurement Buyer may independently handle difficult negotiations with vendors, which requires 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 pertaining to grant-allowable and unallowable goods and services. His/her work is reviewed in terms of meeting specific turnaround times, goals, and objectives.

Responsibilities and Duties:

Administrative

- Assisting grant programs with obtaining quotes, providing timelines, and satisfactorily completing the 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 programs and services 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 deemed necessary and as scheduled;
- Schedule regular meetings with programs and services 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 this if requested;
- May supervise student workers and entry level co-workers.

Technical

- Review and analyze completed submitted Purchase Requisitions to ensure the needs of programs and services are met in accordance with Procurement Rules and institutional policies;
- Obtain quotes for quality, durability, sustainability and necessity of goods and services from approved qualified vendors;

AMERICAN SAMOACOMMUNITY COLLEGE
P.O. Box 2609, Pago Pago, American Samoa 96799
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- Process Purchase Orders from approved Purchases Requisitions;
- Enter final and confirmed Purchase Orders into Datatel System;
- Follow up with vendors on the status of orders; partial and outstanding
- Coordinate and route procurement incoming and outgoing mail;
- Take count and record inventory as 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 on grant funded travels as needed;
- Participate in required meetings and trainings for grant programs, and in staff development in purchasing or related areas;

Reporting

- Report the status of all Purchase Requisitions received and processed, and Purchase Orders initiated, to Procurement Manager on a weekly basis;
- Report the 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 the 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 with three to five (3 – 5) years of directly related experience in procurement of goods and services
- Computer literate in Word, Publisher, Excel, etc.
- Professional knowledge of Procurement rules and Federal Regulations
- Ability to be personable when dealing with community vendors and negotiating purchases

Salary Range: GS-11/08-18: \$16,419.00 - \$22,919.00 per annum

Application Deadline: September 30th, 2022 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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