



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Procurement Coordinator
Department:	Purchasing Department
Reports To:	Procurement Director

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The Procurement Coordinator is responsible for supporting and managing the purchasing processes for materials, services, and supplies for the organization. This role requires a detail-oriented and organized individual who ensures procurement activities meet business needs, ensure cost-effective purchasing practices while adhering to organizational policies and industry regulations.

Examples of Duties and Responsibilities:

- **Procurement Management:**
 - Coordinate and oversee the procurement of goods and services required by the organization.
 - Identify and evaluate suppliers, negotiate prices, and manage supplier relationships.
 - Ensure timely delivery of goods and services, monitor inventory levels, and anticipate future procurement needs.
 - Supports the central receiving department by occasionally filling in to intake and process incoming shipments.
- **Purchase Order Management:**
 - Create and manage purchase orders (POs) and track order status.
 - Review invoices and resolve discrepancies between purchase orders and received goods/services.
 - Ensure all purchasing activities are documented accurately in procurement software or databases.
- **Vendor Relations:**
 - Build and maintain relationships with vendors to ensure high-quality service and competitive pricing.
 - Coordinate with vendors to resolve issues related to product quality, delivery, and invoicing.
- **Compliance and Documentation:**
 - Ensure all procurement activities comply with company policies, industry standards, and legal requirements.
 - Maintain procurement records and generate reports on purchasing activities, cost savings, and performance metrics.

Knowledge, Skills and Abilities:

- Proven experience in procurement or purchasing roles, preferably in a similar industry.
- Strong negotiation and communication skills.
- Proficiency in procurement software and Microsoft Office Suite (Excel, Word, etc.).
- Excellent organizational and time management skills.
- Knowledge of supply chain management, vendor management, and cost control practices.
- Attention to detail and problem-solving abilities.

Minimum Hiring Standards:

Education	Bachelor's degree in Business, Supply Chain Management, or a related field (or equivalent experience).
Years of Experience	5 year's experience
Years of Management/Supervisor Experience	N/A

Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer