

## Assistant, Contracts

**FLSA Status:** Non-Exempt

**Pay Grade:** 10

**Job Title ID:** 16362

**Job Series/Job Family:** Business Services Series / Purchasing/Inventory Family

### Reports To

Manager, Purchasing

### Job Purpose

To provide assistance to the contract process for all goods and services at ACC, including contract amendments, renewals and compliance. To assist the Buyers; process requisitions and ensure compliance with purchasing guidelines.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Assists with the College's contracts process, monitors the vendors' and users' compliance, and serves as the primary point of contact to contracts.
2. Provides customer service assistance to budget authorities and end-users within and outside ACC; follows up with vendors regarding all outstanding purchase orders and contracts.
3. Provides system administration and maintenance of the College contract tracking and management system; ensures system accuracy.
4. Responsible for the editing, updating, review and administration of contracts; monitors contracts ending dates and provides scheduled reports and Ad Hoc reports.
5. Conducts Internet research for Buyers to determine sources of supply prior to major purchases and/or award of contracts.
6. Sends out requests for quotes and determines best value offered by vendors in relation to small dollar purchases following purchasing guidelines.
7. Receives and investigates complaints and inquiries pertaining to annual contracts, agreements, and purchase orders; reviews documentation and prepares responses and recommendations.
8. Distributes mail, contracts, and purchase orders for the Purchasing Department and the vendors; assists in expediting payments to vendors in coordination with Accounts Payable.
9. Provides administrative assistance in relation to bids and requests for proposals that will result in awarded contracts.
10. Ensures contract compliance with purchasing policies, procedures, and guidelines.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Purchasing terminology and processes.
- Invoices, requisitions, and purchase orders.
- Contract tracking and management systems.
- Compliance requirements for contracts.

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

**Required**

- Maintaining an established work schedule.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing customer service to budget authorities and end users.
- Maintaining contract data and information systems.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

**Computer Skills****Required**

- Demonstrated proficiency using standard office software applications.

**Physical Requirements****Required**

- Occasional lifting of objects up to 20 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

**Work Experience****Required**

- One year related work experience.

**Preferred**

- One year purchasing experience or senior level administrative experience with substantial purchasing, tracking, and/or contract administration duties.

**Education****Required**

- High School diploma or equivalent.

**Safety****Required**

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.