



JACOB K. JAVITS CONVENTION CENTER OF NEW YORK®

**IMMEDIATE OPENING**

**Job Title:** Procurement Analyst  
**Department:** Purchasing  
**Supervisor:** Director of Purchasing

**Human Resources Representative:** Melissa M. Vele

Applicants can submit their resume via: e-mail [hronline@javitscenter.com](mailto:hronline@javitscenter.com) or fax (212 216 4484).

**Position Summary:**

Procurement Analyst utilizing advanced analytical and reporting skills, performs monthly, quarterly and annual reporting including departmental scorecards, financial savings, compliance and ad hoc reporting. Analyst will be responsible for analyzing data, metrics and trends and reporting those findings. Analyst assists Purchasing Director on various procurement activities such as processing requisitions and purchase orders, sourcing materials and vendors across categories of spend. Analyst conducts evaluations of multiple quotations for purchase of major equipment, supplies, services and capital projects. Analyst supports Purchasing Department procurement projects including RFP's, RFI's and IFB's.

**Major Duties and Responsibilities:**

- \* Extensive reporting required including cost analysis, vendor SLA's, quarterly and annual compliance reports, departmental scorecards and ad hoc requests.
- \* Complete all mandatory state reporting on a quarterly and annual basis (Minority Woman Business Enterprise, Disabled Veteran, Paris and Annual Procurement).
- \* Manage work flow in Oracle and supporting reporting systems (open purchase order and requisition report).
- \* Maintain purchasing information, electronic files, records and reports for the purpose of ensuring availability of documentation and compliance with established policies and regulatory guidelines and in case of audit.
- \* Manage vendor insurance certification and liability requirements.
- \* Analyze price proposals, financial reports and other data to determine reasonable prices.
- \* Evaluate vendors for the purpose of determining their capability for performing to established specifications and expectations. Monitor SLA's and manage discrepancies.
- \* Advise on most efficient means of procuring items and applicable procedures.
- \* Process purchase requisitions, identify appropriate vendors, prepare and issue purchase orders and ensure on-time deliveries of commodities, equipment and services across all categories.
- \* Evaluate order and bid documentation (e.g. specifications, scope of work, requisitions, change orders, bids, etc.) for the purpose of ensuring proper acquisition of supplies and services within compliance guidelines. Determine most effective method of procurement.
- \* Purchase the highest quality merchandise at the lowest possible price and in correct amounts.
- \* Procure requested items adhering to the requirements specified including required delivery dates, description of items, quantity and quality of items. Negotiate price and/or terms and conditions where applicable.
- \* Monitor overall procurement procedures for possible improvements. Coordinate with Purchasing Director and procurement team to implement purchasing process improvements.
- \* Comply with governmental law, company and division procurement policies.
- \* Increase job knowledge by participating in educational opportunities and training.
- \* Strong customer relationships required through the management of in-house customer and vendor relationships.
- \* Analyst must have thorough working knowledge of purchasing policies, processes, guidelines and (preferably) state mandated regulatory procedures.
- \* Analyst must communicate clearly and effectively to others, understand processes and rationale behind them. Analyst must identify multiple projects and prioritize them in order to meet required deadlines. Analyst must be flexible and capable of creatively resolving issues.

**Qualifications and Requirements:**

- B.A. degree and minimum of five years' experience in procurement analysis
- Highly proficient with Microsoft Office Suite applications and capable of performing reporting functions and critical analysis of results to drive business goals and efficiencies
- Proficient with Financial systems, Oracle experience strongly preferred
- Excellent written, oral, inter-personal communication skills
- Thorough working knowledge of purchasing policies, processes, guidelines and (preferably) State mandated regulatory procedures
- Ability to handle multiple projects simultaneously
- Strong analytical skills

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