



JACOB K. JAVITS CONVENTION CENTER OF NEW YORK®

**IMMEDIATE OPENING**

**Job Title:** IT Purchasing Agent  
**Department:** Procurement Solutions  
**Supervisor:** Andrew Grossman, Director of Procurement Solutions

**Human Resources Representative:** Melissa M. Vele, Director of Human Resources. Applicants can submit their resume via email: or fax (212 216 4484).

**Position Description:**

IT Purchasing Agent administers requisitions and Purchase Orders, creates and monitors RFP's, RFI's and IFB's. IT Purchasing Agent supports in-house customers to ensure orders for materials and service are processed efficiently, cost-effectively and in compliance with all State and Javits Center regulatory requirements. The IT Purchasing Agent supports the Director of Procurement and works closely with cross-departmental teams to secure clear, complete and concise specs and scope of work for complicated projects across multiple categories.

**Major Duties and Responsibilities:**

- Manages activities in the information technology procurement function
- Evaluates contracts and vendors and acts as point of contact with the Legal Department for new contracts and renewals and manages priorities
- Reviews details of all requisitions, vendor quotes and purchase orders and ensures that they align with the requirements of the IT Stakeholders and the Javits Center
- Collaborates with key stakeholders in IT/Technology Solutions/MIS to initiate and manage the RFP process for any hardware or software procurements
- Collaborates with key stakeholders in IT/Technology Solutions/MIS to understand the IT vision and strategic plan for the Javits Center
- Collaborates with key stakeholders in IT/Technology Solutions/MIS to align annual software true-up and support renewals
- Collaborates with key stakeholders in IT/Technology Solutions/MIS to identify and manage supplier relationships for software and hardware purchases
- Leads weekly meetings with IT stakeholders
- Identify savings opportunities for purchases, renewals and software licensing
- Verify 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
- Verify requisitions by clarifying unclear items; recommending alternatives as necessary
- Purchase the highest quality merchandise at the lowest possible price and in correct amounts
- 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. Counsel requestors regarding product availability and economic purchase factors
- Review incoming procurement requests for adherence to company policies and government regulations. Determine most effective method of procurement
- Coordinate the work flow and prioritize procurement requests received from the request originators
- Track procurement for supplier compliance with negotiated terms and delivery dates. Coordinate returns and service problems with suppliers
- Establish new suppliers by interviewing prospective suppliers, monitoring their performance and providing improvement recommendations
- Monitor overall procurement procedures for possible improvements. Coordinate with Purchasing Director and procurement team to implement purchasing improvements including standardized forms, file organization and documentation requirements
- Comply with governmental law, company and division procurement policies
- Maintain purchasing information, electronic files and records for the purpose of ensuring availability of documentation and compliance with established policies and regulatory guidelines and in case of audit
- Prepare a variety of written materials (e.g. orders, memos, specifications, quotations, schedules, etc.) for the purpose of documenting activities, providing written reference and/or conveying information related to purchasing activities. Prepare solicitation documents such as Information for Bid, Request for Information and Request for Proposal
- Prepare documentation such as price analysis, vendor selection, lease versus buy analysis, operating versus capital lease analysis, sole/single justifications, market surveys, best value and technical evaluations
- 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
- Research widely for supplies and material, vendors, laws, regulations, etc. for the purpose of recommending purchases, contracts and maintaining services for the Center
- Manage work flow in Oracle and supporting reporting systems

- Purchasing Agent works with a team incorporating new ideas, assisting colleagues and completing tasks in a timely fashion in an environment of cooperation and professional behavior
- Increase job knowledge by participating in educational opportunities and training
- Strong customer relationships required through the management of in-house customer and vendor relationships
- Purchasing Agent must have thorough working knowledge of purchasing policies, processes, guidelines and (preferably) state mandated regulatory procedures
- Extensive knowledge and ability to negotiate best vendor terms, pricing and delivery based on specifications and scheduling requirements
- Purchasing Agent must communicate clearly and effectively to others, understand processes and rationale behind them. Purchasing Agent must identify multiple projects and prioritize them in order to meet required deadlines. Purchasing Agent must be flexible and capable of creatively resolving issues

**Preferred Skills, Knowledge and Experience:**

Qualified candidates will have a B.A. degree and minimum of five years' experience in procurement administration (knowledge of New York State (NYS) procurement preferred). Proficiency in Oracle preferred and proficiency in Microsoft Office Suite applications (particularly Excel) mandatory. Capable of performing reporting functions and critical analysis of results driven business goals and efficiencies. Excellent written and oral communications, inter-personal skills and an ability to handle multiple projects simultaneously. High level understanding of IT hardware/software assets including products and licensing models. Proficiency with software license management and related procurement practices.

Experience working with IT Suppliers (Oracle, Dell, Microsoft, Cisco, Etc.). Understanding of software and hardware reseller industry and experience managing suppliers.