



**Position Title:** Procurement Analyst  
**Department:** Procurement Solutions  
**Supervisor:** Director, Procurement Solutions

Human Resources Representative: Melissa Getz, Human Resources Director. Applicants can submit a resume via e-mail to [hronline@javitscenter.com](mailto:hronline@javitscenter.com) or fax to (212) 216-4484.

Located on Manhattan's West Side, the Javits Center is the busiest convention center in the United States, hosting a variety of events that support New York's hotel, restaurant, tourism and transportation industries. Designed by I.M. Pei & Partners, the iconic venue opened in 1986 and has since become New York's primary venue for large conventions, trade shows and special events, attracting millions of visitors from around the world each year. These large-scale events generate more than \$2 billion in annual economic activity for New York City and New York State and support as many as 18,000 jobs in and around the facility. Operated by the New York Convention Center Operating Corporation (NYCCOC), the Javits Center has 760,000 square feet of total exhibition space, 102 meeting rooms and four banquet halls, as well as a range of technology services, including Wi-Fi access.

**Position Summary:** Under the supervision of the Director of Procurement Solutions, the Procurement Analyst will be utilizing advanced analytical and reporting skills, perform monthly, quarterly and annual reporting including departmental scorecards, financial savings, compliance and ad hoc reporting. The Analyst will be responsible for analyzing data, metrics and trends and reporting those findings. Assist the Procurement Director on various procurement activities such as processing requisitions and purchase orders, sourcing materials and vendors across categories of spend. Conducts evaluations of multiple quotations for purchase of major equipment, supplies, services and capital projects. Supports the Procurement Department with projects, including RFP's, RFI's and IFB's. The functions of the Procurement Analyst are as follows:

- Extensive reporting required including cost analysis, monthly distribution of procurement reports to stakeholders, 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 workflow in Oracle and supporting reporting systems (open purchase order and requisition report);
- Maintain purchasing information, validate coding, 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;



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- Manage vendor insurance certification and liability requirements;
- Analyze price proposals, financial reports and other data to determine reasonable prices;
- 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;
- Monitor overall procurement procedures for possible improvements. Coordinate with Procurement 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 state mandated regulatory procedures; and
- 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.

#### **POSITION SPECIFICATIONS**

- Qualified candidates will have a B.A. degree;
- Familiarity with Oracle preferred;
- Proficiency in Microsoft Office Suite applications mandatory;
- Must demonstrate advanced Excel skills;
- Must be capable of performing reporting functions and critical analysis of results to drive business goals and efficiencies;
- Excellent written and oral communications and inter-personal skills; and
- Ability to handle multiple projects simultaneously.