



Position Title: Junior Buyer

Department: Procurement Solutions

Supervisor: Director of Procurement Solutions

Salary Range: \$48,000 - \$50,000

Applicants can submit a resume via e-mail to careers@javitscenter.com

The Javits Center has been considered the busiest convention center in the United States, hosting the world's leading conventions, trade shows and special events on Manhattan's West Side. These large-scale events have generated more than \$2 billion in annual economic activity for New York City and New York State, supporting as many as 18,000 jobs in and around the facility. Located on 11th Avenue between West 34th Street and West 40th Street, the iconic structure has played a prominent role in New York's recovery and resurgence, and with a state-of-the-art expansion project recently completed, the venue features more than 850,000 square feet of total exhibition space, two new floors of new meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

Position Summary:

The Junior Buyer is responsible for researching, analyzing, and securing various products and services essential to enhancing the Javits Center's business. This position will assess supplier proposals including compliance with procurement guidelines, company policies, and alignment with strategic company objectives. This position must source new product streams, acquire new vendors, and develop innovative procurement strategies. This position will be responsible for data management with regards to purchases, contracts, and work to develop purchasing standard methodologies. This position works independently from start to finish by performing cost benefit analyses, reviewing contracts, and negotiating the most advantageous pricing with vendors with RFP's, RFI's and IFB's. Responsibilities include accountability based on measurable cost-effective results, efficiency, productivity, and quality of work.

Key Job Accountabilities:

- Reporting of cost analysis, monthly distribution of procurement reports to stakeholders, quarterly and annual compliance reports, departmental scorecards, and ad hoc requests.
- Improve PO compliance metrics for timeliness of PO creation, PO approvals, payments, etc.
- Work closely with stakeholders to understand and obtain specific information needed for procurements. Follow up with stakeholders on required information and actions related to PO's while serve as point of contact with vendors and assist in resolving issues.
- Accountable for understanding and enforcing the Javits Center's purchasing guidelines.

- 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.
- Support the month end close process by partnering with the Finance team to ensure that expenses are captured in the appropriate period.
- Review open purchase orders monthly and communicate results to various departments.
- Manage business relationships with vendors and stakeholders, including reviewing contracts to ensure timely renewal; analyze vendor performance.
- Responsible for developing KPI's and monthly reporting by department.
- Manage open orders, data entry, and resolve invoice discrepancies. Develop and maintain a knowledge base on product purchase order management through all aspects of the purchasing lifecycle.
- Coordinate the evaluation of competitive proposals to assist stakeholders in selecting the vendor most appropriate to meet their needs.
- Monitor vendor and product performance to ensure they continually meet the highest standards and timely resolve delivery or quality problems.
- Find opportunities to drive value through improvements in supplier performance.
- Manage the negotiation process, including specification of goods and services, quality, price, terms, conditions, availability, delivery and supplier's reputation and history.
- Communicate clearly and effectively to others, understand processes and rationale behind them.
- Ability to manage multiple projects simultaneously, communicate, expedite, and report in a fast-paced environment.
- Advise on most efficient means of procuring items and applicable procedures. Counsel requestors regarding product availability and economic purchase factors.
- Ability to develop and maintain strong customer relationships for both the internal stakeholders and external vendors.
- Participate in testing and training plan development. Responsible for participating in the development end-user documentation (Procurement Procedures, Test Scenarios, Work Instructions, Procurement Policies.)
- Own the creation and on-going review of training materials for any procurement processes in the systems landscape.
- Monitor overall procurement procedures for improvements. Coordinate with Director of Procurement and procurement team to implement purchasing improvements including standardized forms, file organization and documentation requirements.
- 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 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.



- Research widely for supplies and material, vendors, laws, regulations, etc. for the purpose of recommending purchases, contracts and maintaining services for the Javits Center.
- Work with the team incorporating innovative ideas, assisting colleagues, and completing tasks in a timely fashion in an environment of cooperation and professional behavior.

Qualifications:

- **Must be fully vaccinated against COVID-19 and any additional vaccinations against COVID-19 as recommended by health officials during your employment**
- **Must work full-time onsite at the Javits Center**
- Qualified candidates will have a B.A. degree in supply chain management and/or minimum of 1- 3 years' experience in procurement administration
- Experience preparing RFQs/RFPs/RFI is necessary
- Strong data analysis experience, specifically in analyzing vendor performance and providing benchmarking and metrics
- Advanced computer skills (MS Excel, Outlook, and Word)
- Proficiency in Oracle preferred
- Capable of performing reporting functions and critical analysis of results driven business goals and efficiencies. Excellent written and oral communication and inter-personal skills
- Willingness to work additional hours at peak operating cycles. Knowledge of New York State procurement a plus. High degree of accuracy, attention to detail and confidentiality
- Excellent analytical, problem solving and decision-making skills
- Effective verbal, listening and written communication skills
- Effective organizational and time management skills
- Demonstrates a sense of urgency and ability to meet deadlines
- Ability to work independently or as a team member

The policy of this company prohibits any employment practice which in any way discriminated or tends to discriminate against any person, employees, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job-related disability, pass service in the Armed Forces of the United States, sex, or age as provided by law. NY CONVENTION CENTER OPERATING CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER.