



**Position Title:** Purchasing Agent

**Department:** Procurement Solutions

**Supervisor:** Manager of Procurement Solutions

**Applicants can submit a resume via email to [careers@javitscenter.com](mailto:careers@javitscenter.com)**

**Position Summary:**

Purchasing Agent administers requisitions and Purchase Orders, creates and monitors requests for proposal (RFPs), requests for information (RFIs), and invitations for bid (IFBs). 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 Purchasing Agent supports the Purchasing Director and works closely with cross-departmental teams to secure clear, complete, and concise specs and scope of work for complicated projects across multiple categories.

The hiring range for this position is \$55,000.00 - \$65, 000.00 annually (paid on a bi-weekly basis). The rate of pay offered will be dependent upon candidates' relevant skills and experience. Must work full-time onsite at the Javits Center. Must be fully vaccinated against COVID-19 and any additional vaccinations against COVID-19 as recommended by health officials during your employment.

**Duties and Responsibilities:**

- Verify purchase requisitions, identify appropriate vendors, and prepare and issue purchase orders to ensure on-time deliveries of commodities, equipment, and services across all categories.
- Evaluate order and bid documentation (e.g. 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 and recommending alternatives as necessary.
- Purchase the highest quality merchandise at the lowest possible price and in the correct amounts.
- Analyze price proposals, financial reports, and other data to determine reasonable prices.
- Agent evaluates vendors for the purpose of determining their capability for performing to established specifications and expectations.
- Advise on the 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.
- Coordinate the workflow 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.
- Coordinate with 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 Request for Quote, 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, and quantity and quality of items.
- Negotiate price and/or terms and conditions where applicable.

#### **Required Qualifications:**

- B.A. degree with at least 3 years' experience in procurement administration (knowledge of New York State procurement preferred).
- Advanced proficiency in Microsoft Office Suite applications (particularly Excel).
- Proficiency in Oracle and Net Suite.
- Capable of performing reporting functions and critical analysis of results driven business goals and efficiencies.
- Ability to handle multiple projects simultaneously.
- Excellent written and oral communications.

*The policy of this company prohibits any employment practice which in any way discriminates or tends to discriminate against any person, employee, 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, past 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.*

*In adherence to our commitment to fostering an inclusive and accessible workplace, the Javits Center extends its dedication to providing reasonable accommodations. Candidates requiring adjustments during the application process or employees seeking workplace accommodations are encouraged to liaise with our Human Resources department. Our organization is unwavering in its resolve to ensure equitable opportunities and a workplace environment characterized by support and fairness for all.*

