

497967 Buyer I (P2)

The University of Connecticut seeks to hire a Buyer 1 to perform a full range of routine procurement-related duties involving the purchase of goods and/or services within assigned commodities (including travel, transportation, lodging, events/conferences) in support of the University community.

JOB SUMMARY

University Business Services seeks to hire a Buyer 1 on UConn's main campus in Storrs. Reporting into the Professional and Specialized Services Category Manager, the Buyer I will perform a full range of routine procurement-related duties involving the purchase of goods and/or services within assigned commodities (which includes travel, transportation, lodging, events and conferences, as well as providing support for activities relating to Athletics, Dining Services and Human Resources) while abiding with State and University policies and regulations.

DUTIES AND RESPONSIBILITIES

Working within a team structure, the Buyer I reviews limited value purchase orders and purchase requisitions for accuracy for all assigned commodities, which includes travel, transportation, lodging, events and conferences, as well as provides support for activities relating to Athletics, Dining Services and Human Resources and/or other commodities as assigned; evaluates sources that can provide essential goods and services to support the University's needs; determines correct method for procuring goods and services in accordance with state statutes, rules and regulations, and University policies and procedures; authorizes purchase orders and/or change orders within delegated authorized dollar limits for assigned commodities; ensures services are procured in accordance with contract documents, statutes, and University requirements; develops various bid documents; monitors vendor performance; and collaborates with University stakeholders to ensure needs of the campus community are met.

MINIMUM QUALIFICATIONS

- Five (5) years' related experience in a comparable environment; or a Bachelor's degree in a related field and one (1) year related experience in a comparable environment, OR an Associate's degree in related field and three (3) years related experience in a comparable environment.
- General working knowledge of acceptable procurement practices.
- Experience working with suppliers/vendors.
- Strong computer skills.
- Excellent interpersonal skills and the ability to communicate clearly both verbally and in writing.

PREFERRED QUALIFICATIONS

- Bachelor's degree in related field.
- Experience with automated procurement systems (e.g. Jaggaer or similar electronic financial record system).
- Strong math skills with experience monitoring and reconciling accounts/purchase order balances.
- Ability to analyze data, business and market trends and recommend solutions.
- Experience performing purchasing and accounts payable functions.
- Experience and understanding of the requirements associated with competitive bidding processes, i.e. Requests for Proposals (RFP's), Sole Source Justifications, etc.
- Experience in working with vendors in obtaining quotes and/or pertinent vendor information.
- Demonstrated ability to develop and maintain constructive, professional relationships with a wide variety of individuals.

APPOINTMENT TERMS

This is a full-time position located on the Storrs campus. This position will commence under a hybrid working model which currently requires all employees to work on-site two days per week and remotely three days per week. This schedule may change subject to authorization and University policy and future work schedule arrangements will be considered in accordance with the University Alternate Work Arrangements policies. This is a unionized position with a work schedule of 35 hours per week, working the hours of 8:30 a.m. to 4:30 p.m. and a starting salary of \$55,000 to \$65,000. Salary shall be commensurate with the successful candidate's background and experience. This position includes an [excellent benefits package](#) including [medical and retirement](#), as well as employee and tuition waivers at the University of Connecticut. Other rights, terms, and conditions of employment are contained in the collective bargaining agreement between the University of Connecticut and the University of Connecticut Professional Employees Association (UCPEA).

TERMS AND CONDITIONS OF EMPLOYMENT

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #497967 to upload a **resume**, **cover letter**, and contact information for **three (3) professional references**. References will not be contacted without prior notice to the successful candidate(s). Screening will begin immediately. For detailed information about this position and the department, please visit <https://UBS.uconn.edu>.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on DATE.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

All members of the University of Connecticut are expected to exhibit appreciation of, and contribute to, an inclusive, respectful, and diverse environment for the University community.

The University of Connecticut aspires to create a community built on collaboration and belonging and has actively sought to create an inclusive culture within the workforce. The success of the University is dependent on the willingness of our diverse employee and student populations to share their rich perspectives and backgrounds in a respectful manner. This makes it essential for each member of our community to feel secure and welcomed and to thoroughly understand and believe that their ideas are respected by all. We strongly respect each individual employee's unique experiences and perspectives and encourage all members of the community to do the same. All applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The University of Connecticut is an AA/EEO Employer.