

Vacancy Posting

Position Available: Cooperative Purchasing Support Staff

School / Program: Central Office

QUALIFICATIONS:

The successful candidate will have a college degree, experience with public purchasing and preparing and reviewing bid specifications, a high level of attention to detail and organization. Registered Public Purchasing Officer or Registered Public Purchasing Specialist.

SCOPE:

Assist in coordinating all program purchasing, vetting large scale quotes for accuracy and feasibility and assist in developing bid specifications with the goal of expanding services to the cooperative members.

The successful candidate will assist the Department with the following Responsibilities:

- Keep current with Purchasing and Internet regulations.
- Monitor purchasing practices and adherence to public purchasing contract regulations.
- Develop, review and analyze bidding documents.
- Make award recommendations as necessary.
- Analyze Cooperative Bidding Program for inclusion of new items.
- Vet quotes submitted for approval.
- Spot check quotes, reach out to members for quote and vendor information.
- Maintain bidding documents and archives.
- Maintain CEIR sheet and Vendor Contact list.
- Create bid sign in, check lists and bid opening notification signs.
- Assist with ESCNJ Vendor Expo
- Assist with filing.
- General Clerical Duties.
- Follow up on quarterly report pricing.
- Vet ESCNJ purchase orders to assure compliance with specific ESCNJ Co-op bids.
- All other duties as assigned by the Business Administrator/Board Secretary.

To apply for a position with the Educational Services Commission of New Jersey, please submit a letter of interest, resume, employment application and appropriate certifications to:

Director of Human Resources:

Nadia Romano

nromano@escnj.k12.nj.us

ESCNJ

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ESCNJ is an EOE/AA Employer