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Position: Contract Officer I
Location: New York, NY
Contact: Apply online: jobs.columbia.edu/applicants/Central?quickFind=110208

Columbia University is one of the world's most important centers of research and at the same time a distinctive and distinguished learning environment for undergraduates and graduate students in many scholarly and professional fields. The University recognizes the importance of its location in New York City and seeks to link its research and teaching to the vast resources of a great metropolis. It seeks to attract a diverse and international faculty and student body, to support research and teaching on global issues, and to create academic relationships with many countries and regions. It expects all areas of the university to advance knowledge and learning at the highest level and to convey the products of its efforts to the world. Columbia is one of the top academic and research institutions in the world, conducting path breaking research in medicine, science, the arts, and the humanities. It includes three undergraduate schools, thirteen graduate and professional schools, and a school of continuing education.

Reporting to the Director, Construction Sourcing, the Contract Officer I is responsible for the sourcing of goods and services in order to meet the University's construction sourcing needs. Processes requisitions and contracts of up to \$10,000 ensuring complete and accurate documents are submitted, in addition to being fully compliant with University purchasing policies and other applicable regulations. Provides recommendations to customers regarding sources of supply, and performs bid solicitations, analyses and evaluations. Negotiates optimum delivery schedules and ensures the best combination of price, quantity discounts, product quality, standard terms and conditions, and, where appropriate, supports the establishment of long term agreements. Participates in cross functional teams to understand University-wide needs, and helps to develop, select, award, negotiate and implement UwPA's, including providing support with writing and evaluating Requests for Proposal (RFP's) and the subsequent negotiations; coordinates business reviews, reviews spend reports, and provides updates on vendor performance. Performs data gathering, analyses and reporting in order to support University Purchasing goals and objectives. Develops and delivers reports and presentation materials. Analyzes systemic and economic supply and demand signals to determine appropriate procurement strategies. Keeps informed on cost of goods, pricing trends and other related matters to ensure that costs are kept to a minimum when purchasing items for the University. Represents the Purchasing team at customer and supplier meetings; performs other related duties and special projects, as assigned. Processes requisitions and contracts up to \$10,000 in value.

Minimum Requirement

Bachelor's degree and/or the equivalent, plus a minimum of three years' related purchasing experience in the area of construction sourcing required, including experience with automated purchasing systems. Must have a general understanding of the laws, rules, and regulations related to UCC. Proficiency in Microsoft Office (Access, Word, Excel, PowerPoint) required, along with a demonstrated ability to prepare reports, summaries and analyses and present findings and recommendations. Demonstrated ability to collect and analyze data and evaluate information required. Must be detail-oriented with strong organizational and problem solving skills, and have the ability to prioritize and manage multiple projects simultaneously. Must be a self-starter and capable of operating with minimal supervision. Excellent interpersonal, oral and written communication skills, including active listening skills, plus the ability to work closely and effectively with a diverse group of University administrators, characterized by strong consensus building and relationship building skills, essential. Must be able to negotiate issues and resolve problems. In addition, the successful candidate must be able to work well with all levels of management, both internally and externally, and be flexible in nature with sound judgment. Must have a passion for excellent customer service and commitment to exceptional quality.

To be considered an applicant, all interested parties MUST apply through the Columbia University online employment application system. Paste the following quick link into your browser to access this position posting:

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