



Administrative Technician – Purchasing DUTY STATEMENT

Position Details	
Title	Administrative Technician
Department	Purchasing

Description

Under general supervision, performs technical level administrative, operational, procedural, and/or program related duties in the Purchasing department; researches, collects, analyzes data and prepares draft reports; provides responsible administrative and technical assistance to management coordinated program activities; assists with process improvement efforts; prepares a variety of correspondence and reports; and performs other duties as assigned.

Specific Tasks

- ▶ Determine appropriate method of procurement (RFP, Quote, Formal Bid, Direct Award)
- ▶ Review and process requisitions
- ▶ Prepare purchase orders
- ▶ Oversee requisition entry
- ▶ Jointly with the administrative assistant, support requisition and order status questions
- ▶ Work with the principal engineer, project engineers and their consultants to obtain proposals, scope changes for proposals, task clarifications, and provide task order and project reports
- ▶ Process requests from accounts payable; work with project managers/project engineers to obtain the necessary information to process requisition changes as appropriate; obtain proper approvals
- ▶ Analyze Remaining Balances reports and coordinate possible action with appropriate project leads to ensure continuity of work
- ▶ Develop consultant contracts, contract change orders, and obtain proper signatures and approvals
- ▶ Set up new vendors in an enterprise resource system (ERP); consult with managers to determine new vendor needs and complete new account set ups
- ▶ Ensure vendors are providing cooperative or government pricing when available; guiding purchases toward vendors with cooperatives and/or government pricing
- ▶ Assist in disposal of surplus property, equipment and materials





- ▶ Assist with Projects requiring bidding/proposals/quotes; lead assigned projects
- ▶ Attend and Assist with Bid Walks, creating addenda, issuing addenda
- ▶ Perform Contract Administration
- ▶ Assist in administering purchasing rules, regulations, processes and procedures.

