



Procurement Associate

Salary: Commensurate with experience

Tour of Duty: 12 Month Position

Location: Detroit, MI

Reports To: Chief Financial Officer

To Apply: Submit a current resume via email to eaajobs@eaafmichigan.org

Our students need your expertise, passion and leadership.

We are looking for highly motivated and skilled talent to join our team at the Education Achievement Authority of Michigan (EAA). We seek individuals who are passionate about transforming the lowest performing schools in Michigan and making a significant difference in the lives of students, parents, principals, teachers, and central office employees.

Currently, the EAA runs fifteen schools of which twelve are direct-run and three are operated by a charter. Under the new leadership of the Chancellor, the EAA is committed to being a system of high-performing schools and not just a school system. We believe that all children are capable of high academic achievement. We continuously seek methods of improvement while enhancing the great work that our teachers, leaders and support staff do on a daily basis. Join our team!

Position Overview

The Procurement Associate focuses on Departmental Development, Strategic Sourcing, Contract Management, and Supplier Management by increasing value through the enhancement of processes, measurements and a common goal of value creation with an extensive background in purchasing, contract review, and writing. The Procurement Associate understands that the purchasing function must deliver cost effective goods/services at the proper quality and price, on time, without regard to location of the supplier. This position also understands the business case management, financial/analytical issues, and profit and loss implications. The Procurement Associate possess an expertise in the preparation, negotiation, acceptance, and management of commercial contracts and subcontracts, including licensing agreements.

Essential Duties and Responsibilities

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.

- Applies body of knowledge to all aspects of procurement
- Leverages knowledge, experiences and industry trends to advise leadership's decision making and strategic planning
- Reviews and advises on all contracts

- Responsible for all procurement execution and associated coordination, delivery, control, governance and completion ensuring consistency with company strategy, goals, policies and procedures
- Works with departments to monitor third party vendors, for all contractual and service level aspects of their product, project and/or service delivery
- Maintains strategic and tactical vendor relationships and monitors vendor alignment to company strategy and goals. Develops, and/or assists in the development of standards
- Performs required levels of procurement and asset related reporting

Qualifications

- Certified Purchasing Buyer (CPB) or Certified Purchasing Associate (CPM) Preferred
- At least five years of experience as a buyer/contracting officer in a public or private organization involving both services and materials purchasing
- Experience in local government and/or school system environment
- Coordinating skills for working with vendors to adjust bid schedules to permit adequate vendor response time
- Administrative skills to interpret procurement policies and procedures
- Analytical skills to implement and coordinate purchases for volume discounts and to evaluate lease versus buy decisions
- Communication skills to communicate with school staff, vendors, contractors, and parents
- Leadership skills to encourage procurement responsibilities for all level of staff; to refrain from status quo purchasing
- Planning skills to forecast technology changes and to implement the changes within available funding
- Mathematical skills to maintain records of dollars spent over various periods and to negotiate prices and discounts with vendors/contractors
- Software/word processing skills for written communications, tracking numbers via tables, lists, spreadsheets, and word processing

The Education Achievement Authority does not discriminate against, deny benefits to or exclude participation by any person in its programs, activities or employment on the basis of age, race, sex, color, national origin, creed, religion or handicap.