

**Warren Wilson College**  
Position Description

**POSITION TITLE:** Purchasing Supervisor

**DEPARTMENT:** Purchasing

**REPORTS TO:** Director of Facilities Management and Technical Services

**POSITION SUMMARY:**

The Purchasing Supervisor is responsible for providing purchasing services for the campus, developing appropriate purchasing policies, procedures (Standard Operating Guidelines - SOGs), and enforcing these policies and procedures. Services include quotations, purchase order review and placement, account review, and application of the Environmental Purchasing Pattern Language. The Supervisor is also responsible for the training, supervision and evaluation of a small student work crew and the monitoring of departmental operating budgets for Facilities Management. Supervises one full-time volunteer.

**SPECIFIC RESPONSIBILITIES:**

1. Reviews purchasing policies and procedures, and develops appropriate processes to meet auditing requirements while minimizing administrative costs.
2. Develops a continual improvement program using quality control metrics and checks and balances to minimize errors and maximize departmental efficiency, including data entry accuracy, outstanding invoices, misplaced paperwork, and use of environmentally preferable products.
3. Manages a student work crew, which includes hiring, training, firing, transferring to other crews and performance evaluations.
4. Reviews purchase requisitions for adherence to purchasing policy. Provides training as needed to ensure policies are met, and corrects purchasing process errors.
5. Manages campus credit cards and pursues usage implementing policies and SOG's for a credit card purchasing program for campus use.
6. Researches product and vendor selection, pursues quotations, provides Vendor Assessment, analyzes and makes use of State Purchasing Contracts where cost effective, and evaluates vendor performance. Develops equipment asset processes consistent with campus policy to ensure the asset management program is maintained.
7. Prepares vouchers for outside contractors, assigns account numbers and obtains proper signatures.
8. Researches, quotes and advises departments on various products.
9. Provides reports on a scheduled basis for projects and campus budgets, and provides budget analyses to ensure budgets are maintained for departments within Facilities Management.
10. Performs other related duties as requested.

**WORKING CONDITIONS:**

1. Must be flexible to handle multiple tasks, and constant interruptions.
2. Office environment.

**QUALIFICATIONS:**

1. Two year college degree in accounting or the equivalent is required.
2. Five years of experience in a purchasing department, plus office management experience, or the equivalent.
3. Effective interpersonal and negotiation skills required, to include good oral and written communication skills.
4. Proficient in the use of computers and their applications, including Word and Excel.
5. Prior supervisory experience desirable.