Temporary Full-time Opportunity
Procurement Specialist

The Department of Dining Services at the University of Connecticut has an opening for a Temporary Procurement Specialist. This position is responsible for specialized administrative functions of the Commissary Warehouse related to the purchasing and warehousing functions of the Commissary in support of the Department of Dining Services. This is a full-time, temporary non-state, non-union position that is expected to last approximately six to nine months and does offer benefits.

Essential Duties and Responsibilities: include but are not limited to the following:
Responsible for coordinating all aspects of the specialized function, including processing paperwork and/or records; reviews for accuracy, completeness and compliance with regulations, policies and procedures; identifies and follows up to resolve problems, referring most new, unusual or difficult problems to supervisor. Prepares and processes purchasing related forms and reports; maintains accurate inventory of stocked items; works closely with Commissary Manager to ensure accuracy of stock and billing for warehoused items; ensures proper shipping and billing of equipment, parts, uniforms, stocked items and other related functions for department units; Prepares narrative and informational reports, as needed or as requested; compiles and organizes information requiring the understanding and evaluation of data sources. Assists with compiling data and information needed to determine RFP & RFQ requirements; conducts inventory counting & reconciliation of stocked items on a regular basis; prepares FoodPro related reports as needed; utilizes reports to determine future purchasing needs or to document historical data; utilizes Kuali and Husky Buy to process forms or research history as needed; prepares electronic transfer vouchers for internal departmental units or non-departmental units as needed; prepares or oversees preparation of flat file for monthly billing within established deadlines; conducts inventory of warehouse stocked items on a regular basis to maintain accuracy. Screens correspondence, records and other documents for appropriate action and works with administrators to determine proper response or to resolve problems; makes referrals as appropriate. Matches receiving records to invoices and prepares invoices for processing. Responds to requests for information and provides assistance in solving a variety of problems based on knowledge of policies, procedures, practices and past experience. Works with DDS units and vendor representatives to address any issues with order, deliveries, pricing and other related functions and obtains any credits due; provides pricing information upon request for inquiries made by potential internal customers.
Follows all purchasing related policies as well as departmental and university policies and procedures; articulates policies and procedures to constituencies as necessary to ensure compliance. Regularly communicates with other University offices and/or outside agencies to request or to provide information or to clarify procedures. Contacts vendors to obtain quotes/pricing information for pre-approved purchases and those needing quotes prior to approval following purchasing and department guidelines; contact vendors regarding any delivery and/or credit issues that arise to ensure timely reporting of issues to ensure credits can be processed in a timely manner; places orders with vendors via electronic processing, email or fax depending upon vendor requirements; works with other university departments as needed to provide and obtain food and/or supplies to the university community upon request; works with vendors to obtain acceptable substitutes for out of stock items required by department facilities. Maintains accuracy of product information in the Foodpro system to include item names, descriptions, pack sizes, vendor codes, pricing, rations and order group information. Analyzes where and why inaccuracies have occurred and takes steps to rectify problems. Maintains or oversees maintenance of internal tracking files for equipment purchases and purchases of other sub categories of items as requested by the Director; maintains records related to credits due with specificity; ensures accuracy of inventory for stocked warehoused items. Drafts or independently compose and/or edit routine correspondence and other documents for supervisor review and/or signature, obtains necessary signatures for forms from authorized administrators in absence of supervisor; makes routine decisions in supervisor absence. Prepares equipment request forms for administrator signature to include obtaining price quote information for specifically requested items for approval prior to processing of purchase orders or order placement; prepares manual transfer vouchers or other forms for administrator signature as needed. Performs and coordinates routine administrative functions of the office; coordinates work flow and processes administrative paperwork. Works closely with Fiscal Manager to resolve customer billing concerns; performs other duties as assigned.

Minimum Acceptable Qualifications: Bachelor’s degree or equivalent combination of education and experience including two to four years’ experience in a progressively responsible administrative support position. Demonstrated knowledge of administrative specialty within a large procurement operation or college food service operation. Demonstrated ability to independently resolve problems based on knowledge of the procedures, practices and past experience. Good organizational and interpersonal skills. Good written and oral communication skills. Demonstrated customer service experience. Experience with computers, internet queries and software programs relative to procurement functions.

Preferred Qualifications: Experience working in a large scale non-commercial food service and/or purchasing environment. Competency working with a computerized food service menu management system. Experience and competency working with the University’s Husky Buy and Kuali system. Knowledge of SharePoint.

Interested applicants that are qualified should submit a cover letter, current resume and contact information for three (3) references including names, addresses and telephone numbers to www.samantha.courtois@uconn.edu or by mail to:
The Department of Dining Services Temporary Position
3384 Tower Loop Rd.
Unit 4071
Storrs, CT 06269-4071

Applications received by 8/9/2019 will be given priority.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.