Manager, Procurement (IT Focus) Job

Employer Name:

SpiderID: 12508806

Location: Miami, Florida

Date Posted: 5/8/2022

Wage: Negotiable

Category: Information Technology

Job Code: R100054686

The Department of Information Technology has an exciting opportunity for a full-time Manager, Procurement (IT). The Manager, Purchasing coordinates all purchasing activities as they related to Information Technology (IT) to obtain the best quality products at the lowest price possible. Moreover, the Manager, Purchasing works to reduce redundant processes to allow for greater standardization and streamline efficiencies and provides mentorship and oversight to department staff to ensure timely and effective purchasing.  
  
   
  
Analyzes changes or new issues in materials and supplies to find ways to reduce costs and improve quality.  
  
   
  
Provides customer service support to departments, facilities, and vendors.  
  
   
  
Reviews all financial summary reports for the department and explains variances regularly.  
  
   
  
Assists with invoice and purchase order discrepancies to assure timely resolution.  
  
   
  
Trains staff and ensures proper staffing of assigned division(s) at all times.  
  
   
  
Monitors business trends and product availability to maintain current market knowledge.  
  
   
  
Tracks and reports key functional metrics to reduce expenses and improve effectiveness.  
  
   
  
Negotiates with suppliers to obtain the best prices for the company and identifies and researches potential new suppliers.  
  
   
  
Develops and implements strategies for procuring, storing, and distributing goods or services and maintaining stock levels.  
  
   
  
Establishes and continuously assesses the effectiveness of the internal controls within the unit and compliance with University policies and procedures. Ensures employees are trained on controls within the function and University policy and procedures.  
  
   
  
Supervises the team of Information Technology buyers in the Procurement Department.  
  
   
  
Works with Information Technology to update formulary of approved computer bundles.  
  
   
  
Reviews technology purchases and makes recommendations based on customer needs  
  
   
  
Reviews agreements for hardware and software.  
  
   
  
Coordinates with the IT Contract Manager (attorney) on complex purchases.  
  
   
  
This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities as necessary.  
  
   
  
 MINIMUM QUALIFICATIONS:  
  
   
  
Bachelor's Degree Required  
  
   
  
Minimum 8 years experience  
  
   
  
Knowledge of business and management principles.  
  
   
  
Ability to direct, manage, implement, and evaluate department operations.  
  
   
  
Ability to establish department goals, and objectives that support the strategic plan.  
  
   
  
Ability to effectively plan, delegate and/or supervise the work of others.  
  
   
  
Ability to lead, motivate, develop, and train others.  
  
   
  
Any appropriate combination of relevant education, experience and/or certifications may be considered.

Start Date:   
  
  
Position Type: Full-Time Permanent  
  
  
Years of Experience Required:   
  
  
Education Required:   
  
  
Overnight Travel:   
  
  
Vacation Time:

Contact Name: University of Miami Health System

Company: University of Miami Health System