



St. Junipero Serra Catholic School
23652 Antonio Parkway
Rancho Santa Margarita, CA 92688

❖ **Purchasing Coordinator**

It is a condition of employment that all employees conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese of Orange, including being respectful of the faith expressions of Catholicism.

Reports To

Position reports directly to the Vice President, Finance.

Responsibilities

Responsibilities will include, but are not limited to, the following:

- Manage/execute all out-sourced procurement needs for SJSC to include both Educational and Operational functions paying close attention to fiscal prudence.
- In collaboration with VP Finance, develop school-wide procurement process in support of all internal customers.
- Alongside VP Finance, develop and deploy training curriculum for all employees using Concur and Purchase Order requests.
- Manage/Maintain strong vendor/supplier database.
- Develop/deploy receiving and distribution process for all deliveries to include verification of quantities, product integrity, and shipping document accuracy. Identify and resolve any discrepancies.
- Research pricing and availability from a variety of vendors/suppliers working within deadlines and budget constraints.
- Regular collaboration with VP Finance regarding any and all procurement process issues or challenges.
- Manage purchase order platform via the out-sourced AP processor, Concur Solutions.
- Negotiate payment terms and quantity discounts when appropriate.
- Create and Issue all purchase orders with direction of VP Finance and approval of President
- Work alongside Accounts Payable Coordinator in managing supplier and vendor payments.
- Assist with other duties/projects as directed by immediate supervisor.
- Adhere to the policies and procedures of the Diocesan Employee Handbook and the St. Junipero Serra Catholic School Staff General Policies and Procedures Handbook.

Job Duties: Educational Procurement

- Work collaboratively with educational team leadership in support of all educational and textbook needs for all grade levels.
- Develop strong working relationship with all educational suppliers and publishers.
- Secure/distribute sample textbooks when adopting new series.
- Work closely with direct supervisor in maintaining regular contact to share information, progress and challenges to educational leadership team.
- Oversee and prepare textbooks/instructional supplies/classroom materials for distribution throughout the school year.
- Coordinate with Facilities Director for assistance in campus distribution of textbooks.

Job Duties: Operational Procurement

- Work collaboratively with all administration/operational departments and leadership in identifying procurement needs in efforts to deploy economy of scale purchasing.

- Manage purchasing of all campus consumable supplies to include paper, school supply kits and business machine consumables.
- Work closely with Facilities Director in sourcing and negotiating a multitude of purchasing and contract needs.

Qualifications

Preferred candidates should demonstrate the following minimum qualifications:

1. Technical Requirements:
 - Computer usage including, but not limited to:
 - Data processing
 - Printing
 - Scanning
 - File Backups/Transfers
 - Downloading of data from internet, peripherals
 - Knowledge/Mastery of Software (not limited to)
 - MS Office: Word, Excel, PowerPoint
2. Organized and detail oriented.
3. Self-motivated to complete an assignment, especially if it the job is tedious, yet able to determine when to ask questions for clarification or further direction.
4. Comfortable interacting with staff, parents, and students.
5. Ability to maintain high levels of confidentiality.
6. Able to work collaboratively with others.
7. Willingness to learn.
8. Independent self-starter.
9. Ability to react with professionalism and confidence when dealing with all internal customers, vendors and suppliers.

Position Status

Position is a 12-month, benefit-eligible, non-exempt position.

Work Hours

Monday – Friday: 7:00 am – 3:00 pm during school year. During the months of June - August, work hours may be adjusted to a reduced summer schedule.

Application Procedure

If you wish to be considered for this position at this time, please send or email your resume/letter to Mrs. Mary Kate Marconi at mkmarconi@serraschool.org.