



STAFF VACANCY

POSITION: Manager, Purchasing and Central Supply

EEO #: RD 43-16

RESPONSIBILITIES:

The position oversees UL-Lafayette, New Iberia Research Center purchasing of goods and services of approximately \$8-\$10 million per year to include:

- Directing, managing and leading a group of employees in all purchasing, receiving, central supply inventory, and distribution of general use facility supplies as well as clinical and pharmacy supplies. Responsibilities regarding controlled substances are limited to procurement.
- Procuring special circumstance items and services that may require emergency or sole source processing.
- Ensuring services and contracts in the construction, renovation, professional services and physical facilities areas are appropriately procured utilizing New Iberia Research Center, UL-Lafayette and State of Louisiana bid rules and regulations.
- Reviewing bid specifications, request for bids, bids received and ensuring project timelines are adhered.
- Ensuring all purchasing is performed within the State of LA purchasing regulations
- Lead and direct the procurement staff in the planning, organizing and monitoring of overall purchasing, central supply and pharmacy activities;
- Manage inventory of clinical and non-clinical supplies to include pharmaceuticals;
- Establish departmental priorities while using sound business judgment and discretion to ensure project timelines, milestones and activities across various projects are completed;
- Collaborate with user departments to provide purchasing direction, specification development assistance and contract oversight;
- Identify, evaluate and resolve departmental work related issues;
- Perform systems and internal control reviews of departmental work tasks;
- Manage, train and evaluate staff performance to ensure staff are knowledgeable and skilled to perform the assigned position requirements

QUALIFICATIONS:

This position requires a Bachelor's Degree in Business Administration or a related field with a minimum of five (5) years of progressive procurement experience and at least three (3) years of demonstrated supervisory experience. The Bachelor's degree requirement can be substituted with a minimum of 5 years of directly applicable procurement experience. Knowledge of procurement, inventory and distribution needs in the medical/healthcare field preferred. Experience in various procurement areas such as medical/ clinical supplies, pharmaceuticals, supply commodities, construction and experience with public procurement processes desired.

UNIVERSITY AND COMMUNITY:

The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University's webpage at <http://louisiana.edu/>



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STAFF VACANCY

The New Iberia Research Center is a \$20 million biomedical research center which provides resources for the conduct of basic and applied research requiring the use of non-human primates aimed at the solution of human health and societal problems. In addition, the Center serves as a resource to the biomedical community enabling investigators from other institutions to conduct all or part of their research. The NIRC is a Center of the University of Louisiana at Lafayette.

SALARY: Commensurate with experience.

ANTICIPATED STARTING DATE: Earliest Available

APPLICATIONS:

For consideration, please forward a resume, cover letter, transcript and references (at least 3) to:

New Iberia Research Center - Human Resources
University of Louisiana at Lafayette
P.O. Box 13610
New Iberia, LA 70562- 3610
Or email to nirchr@louisiana.edu

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