

JOB INFORMATION

Effective Date	3/19/2024
Job Code:	5726
Job Title:	Procurement Assistant
Salary Grade/Structure:	120 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Supply Chain
Job Family:	Procurement
Job Summary	The Procurement Assistant reports to the Director of Procurement and HUB Activities. Job duties include entering purchase order information into PeopleSoft financial system, distributing purchase orders internally and to suppliers as requested and uploading procurement documents in PeopleSoft system. Inputting purchase orders in the state automated ordering system, preparing bid documents using bid templates and assisting with recording bids. Answering telephones, greeting visitors to the department and maintaining copier meter readings for the university.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
High School Diploma or GED		Required	
Associate's Degree	One year of college education	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	One year of purchasing experience.	Required	
Less than 3 yrs	Three years of office/clerical experience performing duties including word processing.	Preferred	
Less than 3 yrs	PeopleSoft experience	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Must have excellent interpersonal and communication skills required to provide superior, diplomatic customer service when interacting with co-workers, university personnel and external customers. 	Skilled
<ul style="list-style-type: none"> Ability to learn all procurement rules and regulations, both State and University. 	Skilled
<ul style="list-style-type: none"> Ability to meet deadlines and maintain a high degree of accuracy. 	Skilled
<ul style="list-style-type: none"> Strong computer skills required to include Microsoft Office applications. 	Skilled
<ul style="list-style-type: none"> Ability to handle multiple tasks, prioritize, and be able to maintain confidentiality. 	Skilled
<ul style="list-style-type: none"> Ability to handle interruptions and remain calm under stressful conditions. 	Skilled

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Building purchase order from requisition generated within PeopleSoft by departments for purchase order encumbrance and purchase order generation. Completing purchase orders in PeopleSoft and proofreading all generated purchase orders. After obtaining signature from director, distributing purchase order copies to Department, Receiving Dock and suppliers. Responsible for changing order entry and distribution. Inputting state contract orders into state automated system. Preparing bid documents using bid template. Posting bids to Electronic State Business, daily when applicable. Editing and proofreading prepared bid and submitting to buyer for approval. Faxing or e-mailing bids to suppliers. Maintaining file of submitted bids and ready bids scheduled to be opened and assisting with opening bids. Recording bids on tab sheets or reading bids to be recorded. Assisting with supplier correspondence as required. 	60%
<ul style="list-style-type: none"> Responsible for calling and placing orders with suppliers that are under \$5,000. Accuracy, timelines and conformance to federal, state and university guidelines are of essence. 	20%
<ul style="list-style-type: none"> Providing clerical support for procurement department. Answering phones, distributing mail and investigating the distribution of any checks received. Typing tax exempt letters, crediting applications and other items as needed. Maintaining list and meter readings for all copiers on campus in spreadsheet. Sending meter reading reports to copier vendors. Inputting FMC work requests as needed. Assisting in maintaining the conference room calendars. 	15%
<ul style="list-style-type: none"> Performing all other duties as assigned by supervisor or his/her designee. 	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description