

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Purchasing Coordinator for Plant Operations

POSITION OVERVIEW

Employee performs standard clerical work and provides coverage as necessary with mail and receiving duties for the Facilities area. Tasks normally are accomplished within well-defined procedures with occasional non-routine administrative work involved. Limited discretion, some initiative required, no permanent supervisory responsibilities. This is an hourly, union position.

This position is the central point of contact for the Facilities department. Responsible for answering telephone, responding to inquiries, assisting external and internal customers, processing purchase requisitions, assisting the Finance Department with various projects related to plant operations, and creating Excel spreadsheets as needed. Incumbent must be reasonably adept at learning and using software programs to include purchasing / receiving / requisition software. Must also be able and willing to perform manual tasks, such as covering the area of shipping and receiving when the Receiving Clerk is out of the office. This position will set up and maintain inventory systems related to key areas of plant operations including housekeeping supplies and maintenance supplies. This person will work very closely with the Purchasing Department on a daily basis related to areas of purchasing for plant operations.

DUTIES

Administrative Duties:

- Regular attendance required.
- Perform general office duties including answering phones, greeting the public, typing, note-taking, filing, sorting and handling incoming and outgoing mail and invoices.
- Efficiently, effectively and accurately enter purchase requisitions
- Develop and maintain project reporting as needed by the Facilities and Finance Departments
- Operate all office equipment.
- Maintain filing system and detailed records
- Monitor supplies and equipment.
- Prepare reports and correspondence as directed.
- Responsible for being knowledgeable about Facilities and Academy functions, policies and procedures.
- Master a variety of computer programs
- Professionally represent the Academy in interactions with faculty, community, staff, and students.

- At the request of Facilities personnel, place orders for products and services, providing all necessary paperwork for requisitions and purchase orders.
- Accurately and efficiently input utility bills, work orders and other data into various tracking programs
- Track required services related to plant operations and ensure satisfactory completion; this involves working with Safety to ensure the checking in and out of service vendors and then performing receiving functions when work is deemed satisfactorily complete
- Coordinate with contractors to schedule special services.
- Prepare Request for Quotes/Requests for Proposals/Requests for Qualifications for purchases as needed
- Coordinate meetings within Facilities to manage projects that related to required purchases; ability to forecast needs based on pending projects
- Maintain confidentiality.

Central Receiving Duties:

- Arrange for the loading and unloading trucks as necessary with Facilities personnel
- Receive completed services into software system and provide backup for the Receiving Clerk for products received when that person is out of the office

Facilities Operations Duties:

- Assist facilities customers (students, faculty, staff and college guests) with a wide range of services.
- Assist colleagues with requisitions, product pricing, specifications, payables and scheduling.
- Fleet management.
- Maintain inspection and licensing documents and scheduling.

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Adept at learning and using software programs to include Microsoft Office products and purchasing/receiving/requisition and key inventory software.
- Knowledge of office practices and procedures.
- Effective phone etiquette skills.
- Must be able to communicate effectively in both written and verbal form.
- Must establish and maintain effective working relationships.
- Demonstrated ability to successfully work with the public, excellent customer service.
- Common sense.

QUALIFICATIONS

- High School diploma or General Education Diploma (GED) required.

- Associate's degree preferred.
- 2-4 years Administrative experience.
- Proficiency with MS-Office suite or similar programs required.
- Customer service, flexibility and strong interpersonal skills required.
- Valid driver's license.
- Background check required.

PHYSICAL/ENVIRONMENTAL FACTORS

- Required to manipulate keyboard.
- Requires sustained use of computer monitor.
- Generally sedate, however when assisting Receiving will require moderate physical activity with occasional bursts of heavy exertion when lifting.
- Requires handling of average-weight objects of 25-50 pounds
- Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

Maine Maritime Academy Position Factor Evaluation

Job Title: Purchasing Coordinator for Plant Operations Job Code: _____

Wage Grade: 14 Total Points: 360

| | <u>Factor</u> | <u>Degree</u> | <u>Points</u> |
|---|--|---------------|---------------|
| 1 | Knowledge and Skill | 5 | 180 |
| 2 | Effort | | |
| | I. Mental and Visual Effort | 4 | 32 |
| | II. Physical Effort | 3 | 30 |
| 3 | Responsibility for Cost Control | 3 | 24 |
| 4 | Responsibility for Others | | |
| | I. Injury to Others | 2 | 16 |
| | II. Supervisory Responsibility | 2 | 16 |
| | III. Sensitive Information and Records | 1 | 8 |
| 5 | Working Conditions | 3 | 30 |
| 6 | Responsibility for External and Internal Relations | 3 | 24 |

Date of last reclassification review 09/2021