

## **MCCPC (Morris County Cooperative Pricing Council) Coordinator/Purchasing Assistant**

Under direction, the MCCPC Coordinator/Purchasing Assistant is responsible for supporting the MCCPC and coordinating bid specifications and contracts in support of 240+ members. In addition, compiles information to prepare purchase orders for procurement of materials, supplies, equipment, or service; reviews and edits purchase orders for proper description, number identification, and completion; does related work as required.

Highly demanding administrative duties requiring significant organizational skills and the ability to work with limited supervision. Individual must have the ability to organize, plan and coordinate bid specifications for approximately 60 public contracts of varying types.

### **Examples Of Work:**

- Prepares annual calendar for the yearly bid schedule
- Updates, prepares and releases bids and documents at various times throughout the year (currently 4 times per year)
- Requests/receives/records estimated quantities for multiple contracts
- Compiles bid tabulations for all bids received
- Reviews bid submissions for responsiveness
- Performs the clerical work involved in the preparation of contracts following the awarding of bids
- Maintains/files completed contracts
- Obtains/maintains vendor certificates and insurance requirements
- Communicates regularly with members and vendors both verbally and in writing
- Prepares annual cost savings report
- Coordinates annual membership luncheon
- Reviews and edits purchase orders for proper description, number identification, and ensures correctness
- Checks prices on purchase order to verify accuracy
- Contacts vendors to expedite deliveries
- Consolidates procurement of materials and supplies for various departments and projects
- Assists QPA with various tasks as requested
- Other duties as assigned

### **Requirements:**

- At least two (2) years of higher education (60 credits)
- One (1) year of experience in the preparation and processing of requisitions and/or the purchase of equipment, materials, and/or supplies.
- Prior public purchasing experience is a plus/highly recommended. RPPS, RPPO and/or QPA certification preferred or must obtain QPA within 3 years of hire.
- Must be computer-literate with MS Office Suite. A high level of proficiency with Excel is required.

### **Salary:**

Range: \$48,000 - \$58,000 Commensurate with experience and skill set. This is a full-time in-office position with benefits. Current MCCPC Coordinator will have limited ability to assist in training. Anticipated start date is February 1, 2024.

Submit cover letter including salary history, resume and Pre-Employment Application (found at <https://www.randolphnj.org/Jobs.aspx>) to Liz Crescibene, QPA, at [lcrescibene@randolphnj.org](mailto:lcrescibene@randolphnj.org) by Township close of business, December 29, 2023. No phone calls.

***The Township has the right to hire as soon as a qualified candidate is identified as well as to keep the posting active until a qualified candidate is identified.***