



POSITION ANNOUNCEMENT

PURCHASING COORDINATOR ILLINOIS EASTERN COMMUNITY COLLEGES

DESCRIPTION: The Purchasing Coordinator serves under the supervision of the Chief Finance Officer and is responsible for the daily operations of purchasing of the District. The duties of this position include, but are not limited to: processing all purchase requisitions, including review of requisitions assuring compliance; assisting in the preparation and evaluation of bids, quotes, proposals and contractual agreements; Researching, evaluating, and identifying potential vendors for the District; completing monthly audit of outstanding purchase orders; assisting the CFO with improvements to purchasing procedure. This position is based out of the District Office in Olney, IL.

QUALIFICATIONS: Associate's degree required; three to five year related work experience preferred. Must have an understanding of purchasing operations in an education or governmental environment; have excellent written and verbal communication skills with the ability to prepare reports and analyze data; must be comfortable working with a diverse population; must have the ability to make decisions in accordance with policies, rules and regulations; and must be able to work independently and work under pressure to meet deadlines. Successful applicant must be proficient in the use of Microsoft Office applications.

WAGES: Based upon \$16.16 – \$18.58 per hour, commensurate with education and experience. Benefits include, but are not limited to: medical, dental, and life insurance; paid sick leave, vacation, and personal days; and participation in State Universities Retirement System.

APPLICATIONS: Email a letter of interest, resume, IECC application forms (available online at www.iecc.edu/employment), and official transcripts to iecchr@iecc.edu

Please contact iecchr@iecc.edu if you are not able to email requested documents.

APPLICATION DEADLINE: 7/13/22 or until position is filled.

IECC complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Michele Anderson at (618) 395-5299 Extension 5522. Illinois Eastern Community Colleges is a multi-college district with four colleges and an administrative office located in rural southeastern Illinois: Frontier Community College in Fairfield, Lincoln Trail College in Robinson, Olney Central College in Olney, and Wabash Valley College in Mt. Carmel. The colleges are accredited by the Higher Learning Commission.

IECC's mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

EQUAL OPPORTUNITY EMPLOYER