



Position- Purchasing Administrator
Facility Name- McCormick Place
Location- Chicago, IL.

POSITION: Purchasing Administrator
DEPARTMENT: Finance and Administration
REPORTS TO: Purchasing Manager
FLSA STATUS: Salaried/ Non-Exempt

Summary

SMG, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Purchasing Administrator for SMG/McCormick Place. Supports the McCormick Place/SMG Purchasing Department including, but not limited to, processing and distributing all requisitions and purchase orders, processing, maintaining and confirming statutory compliance for all contracts, processing Requests for Quotes and providing overall support to the department. Assists with purchasing and negotiating materials, equipment, supplies and services from vendors to meet the needs of user departments within the McCormick Place facility while ensuring SMG policies, procedures and statues are observed.

Essential Duties and Responsibilities

- Reviews requisitions for completeness and accuracy: follows up on any discrepancies with the initiating user department.
- Processes requisitions into purchase orders and any resulting change orders.
- Corresponds with vendors regarding pricing, product and/or service availability and delivery.
- Maintains cooperative working relations with vendors to stay current with trends and technologies, products and services.
- Identifies and recommends opportunities to reduce costs through the procurement of goods and services.
- Assists Purchasing Manager in analytical review, recordkeeping and managing of all vendor contracts.
- Interacts with staff or their designees to assess departmental requirements, establishes projects as requested and tracks the progress of projects.
- Serves as liaison to vendors and user departments, providing guidance relating to purchasing procedures and issues associated with contracts and/or bids.
- Assists the Purchasing Manager in preparing and managing high quality, consistent and accurate procurement documents.
- Coordinates with user departments to prepare and issue accurate, consistent Request for Quote documents.
- Analyzes and compiles quote and bid results and completes the administrative processes to prepare recommendations to user departments.
- Performs clerical and technical support to the Purchasing Department throughout each project procurement process.
- Plans for future procurement opportunities based on user needs and reviews and maintains the Master Contract List.
- Conducts research to expand outreach to vendors, including Minority and Women Owned Business Enterprises regarding upcoming and current procurement opportunities.
- Monitors the insurance tracking system to ensure that all contractors maintain their current obligatory insurance coverage.
- Maintains an electronic document filing system that archives documents and allows for easy

- department access and retrieval of documents and information.
- Performs other job-related duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School Diploma or equivalent.

Bachelor's Degree from and accredited University in Management, Finance, Public or Business Administration or a related field preferred.

Minimum two (2) years related work experience preferably within a Purchasing environment.

Skills and Abilities

- Excellent organizational skills with proven ability to prioritize effectively.
- Excellent communication skills, both verbal and written.
- Ability to make sound judgment to plan and accomplish goals.
- Ability to take tasks that are not clearly defined and appropriately define problems and propose and implement solutions.
- Strong analytical and problem-solving abilities.

Computer Knowledge

Strong knowledge of PC software, including proficiency in Microsoft Word and Excel. Knowledge of financial software preferred. Experience with Solomon preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long hours, use hands to handle files, type and operate office machines; to talk and hear on the telephone. Stand for 8-10 hours in a day. Specific vision abilities required by this job include close vision to handle office correspondence.

Hours of work

Must be able to work flexible hours. Minimum travel may be required.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Please use the below link to apply.

External Candidates

[https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000396807506#/#/](https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000396807506#/)

Internal Candidates

<https://recruiting.adp.com/srccar/nghome.guid?c=1152751&d=InternalCareerSite&r=5000396807506#/#/>

Recruiter- Stella Butera
McCormick Place/SMG
301 E. Cermak Rd, Chicago, IL. 60616

Applicants that need reasonable accommodations to complete the application process may contact 312.791.7000.

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

We will only accept applications from August 3, 2018 through September 3, 2018.