

ANNOUNCEMENT OF VACANCY

**Research Foundation for the State University of New York at the
SUNY College of Environmental Science and Forestry
1 Forestry Drive, Syracuse, New York 13210-2778**

September 1, 2021

Title: Senior Clerical Specialist

Unit: Business Office – Purchasing Department

Salary: Mid to high \$40's DOQ, excellent benefits

Description of Duties:

- Review and verify incoming purchase requests for compliance including the following: accuracy of authorized signatures, procurement rules and regulations, choice of vendor(s), completeness of order information, and account coding.
- Customer Service Representative for Purchasing Office. Utilize customer service skills in phone conversations, walk-in traffic, training, and other interactions with customers.
- Timely processing of Research Foundation and NYS purchase requisitions to include daily use of Research Foundation's Oracle system; SUNY Web Procurement system; Excel spreadsheets and Microsoft Word.
- Data input of Research Foundation and NYS purchase requisitions to create purchase orders, including blanket purchase orders, and contracts. Track blanket orders and contracts for renewal purposes. Place orders via email or fax as required. Follow up with suppliers as needed for shipping information.
- Work closely with Facilities and Project Manager's on term contract changes and new construction contracts
- Manage supplier/vendor file for both NYS vendors and RF suppliers. Communicate with vendors for appropriate forms, system input of completed vendor forms, insurance requirements, Vendor Responsibility, Procurement Lobbying Act, etc.
- Responsible for assistance with bid processes including NYS Contract Reporter ad placements and award information; assist with development of documentation and specifications; memos and notices of award; drafting of written correspondence as required.
- Engage in OGS Mini-Bids when necessary and follow the process through from start to finish
- Develop and maintain a working knowledge of NYS Office of General Services contracts, NYS Finance Law and Executive Orders, NYS Guide to Financial Operations, Research Foundation procurement rules and regulations, and SUNY Procurement rules and regulations.

- Maintain and update Research Foundation and NYS vendor files. Establish an internal vendor database that would include vendor details including MWBE, OGS Contract information and price quotes using report analysis and excel spreadsheets.
- Collaborate, problem-solve, and correspond with vendors, internal customers, Research Foundation and OSC personnel to resolve discrepancies and coordinate deliveries as required.
- Supplier/Vendor contact person for account setup, campus coordination of department accounts, customer online access, etc.
- Supervision of purchasing support staff (students, Green Thumb, etc.) and provide training as required. Serve as backup for the Purchasing Coordinator in their absence.
- Ability to operate in a proactive manner to manage office equipment such as photocopiers, calculators, computers, staplers, printers, including ordering toner, paper and calling for service calls as needed and meter readings as requested by suppliers.
- Serve as Office Supply Administrator for the campus with approved suppliers. Add and delete users, manage account assignments, resolve issues regarding) online orders for both Research Foundation and NYS accounts. Coordinate the ordering of office supplies for purchasing staff.
- Responsible individual for Universal fuel credit card program; includes monthly reconciliation, credit card tracking, card maintenance, vendor liaison, etc.
- Responsible for the EZ Pass Program
- Responsible for administration of the RF Procurement Card program, from initial application, card issue, maintenance, and training.
- Perform basic office functions such as open, sort, date stamp and distribute mail for the procurement office in absence of support staff.
- Accessibility Officer for the Business Office
- Work as the ESF MWBE liaison between community MWBE suppliers and ESF. Assist ESF departments with identifying MWBE vendors to meet their procurement needs.

Required Qualifications: 5 years of progressive experience. Knowledge of the principles of management and strong literacy, customer service, numeracy, computer and problem-solving skills. Ability to work independently and multitask while providing a high level of attention to detail.

Date to Be Filled: As soon as possible after application deadline

Application Deadline: Although applications will be accepted until the position is filled, candidates should submit their application by **September 19, 2021** to assure optimal consideration.

Application Procedure: Employment application is required to be submitted on-line at <http://www.esf.edu/hr/> Attach cover letter, resume and contact information for three employment references.

In accordance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” institutions of higher education are required to prepare an annual report containing information on

campus security policies and campus statistics. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by SUNY-ESF; and on property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a printed copy of this report by contacting SUNY-ESF University Police at 315-470-6667 or by accessing the following web site:
<http://www.esf.edu/univpolice/crimereports/>

SUNY ESF is a Smoke and Tobacco Free campus and is dedicated to providing a healthy and safe environment for the entire campus. For more information you can visit our Tobacco and Smoke Free Policy at [https://www.esf.edu/au/documents/ESF Tobacco Free.pdf](https://www.esf.edu/au/documents/ESF_Tobacco_Free.pdf)

The Research Foundation is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.