



## JOB DESCRIPTION

Job Title: **Receiving Specialist**

Reports to: Contracts and Procurement Manager

Supervises: N/A

Job Code: 690

FLSA Status:  exempt  non-exempt  full-time  part-time  other

Salary Ranges: Starting at \$18.25

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### Position Summary:

Provides routine administrative support responsibilities and duties associated with the Purchasing function. Duties include receiving all items purchased by the Coalition, entering the received items information onto the Coalition software, and distributing accordingly, researching and compiling vendor products and pricing and generating reports and other documents using a full range of computer software. Responsible for supporting competitive procurement of goods and services for the Coalition. These include administrative organization; customer service, maintenance of all vendor documentation, and tracking competitive business proposals from outside vendors. Must maintain all coalition, provider, family, and vendor information/data confidentially.

### Essential Job Functions:

#### Procurement Services

- Handles all procurement and purchasing transactions after approval has been documented by the requester's supervisor and the coalition's CFO/CEO.
- Assembles quotes and completes cost analysis as necessary per statute and ELCOC policy and procedure.
- Organizes all procurement documents for distribution to appropriate entities.
- Participates in formal procurement procedure. Places legal advertisement and composes formal procurement document with specifications of purchase. Participates in formal procurement process.
- Follows through on delivery and installation of goods to ensure they are within specifications.
- Works closely with staff to coordinate the logistics of order deliveries and services.
- Works with the ELCOC CFO and Finance department to facilitate the payments and negotiate the best price with vendors.
- Tracks the status of purchase requests and communicates such to all involved parties.
- Works closely with the Finance Department to resolve the status of open purchase requests and resolve discrepancies in orders placed versus orders received/invoiced.
- Assists with receiving all items purchased by the Coalition, entering the received items information onto the Coalition software, and distributes accordingly.
- Assists in event coordination.
- Participates in ELCOC events, as necessary.

**Contracts, Services and Compliance**

- Assists management in compiling and drafting correspondence, forms, spreadsheets, schedules, related operations manuals, reports, and other professional office documents associated with the Procurement function.
- Assists Manager in monitoring and maintaining contract compliance for assigned contractors.
- Maintains contracting, purchasing and procurement document procedures in compliance with state statutes and Coalition requirements.
- Assists Manager in reviewing expiring contracts and renewal agreements.
- Reviews agreements for term consistency and grammatical corrections.

**Vendor Relations**

- Requests and confirms receipt of required vendor documentation and certificate of insurance.
- Requests payment and contact information necessary to legitimately execute purchases and remit payment. Information is verified with that of the Department of State and the Electronic Parties List System.
- Maintains a current database of contractors and vendors.
- Updates vendor list at least annually with current debarment, Certificate of Insurance and Terms & conditions documentation.
- Coordinates vendor awareness, participation, and sponsorship at coalition-hosted events and conferences.
- Maintains contacts with established vendors to obtain product or service information, such as price, availability, and delivery information.
- Solicits and identifies qualified suppliers to obtain product and service information.
- Maintains good working relationships with current and prospective vendors with a high level of integrity.

**Administrative Support**

- Provide reception area assistance as needed.
- Provides administrative support and assistance to management.
- Assists management in compiling and drafting correspondence, forms, spreadsheets, schedules, related operations manuals, reports, and other professional office documents associated with the Procurement function.
- Maintains an updated office supply inventory to ensure availability.
- Executes service orders for office copier-printers and works with technical and support staff to maintain machine efficiency.

(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

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**Qualifications:**

- Ability to organize own work, coordinate projects, set priorities, meet deadlines and follow-up on assignments with a minimum direction.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar in order to prepare and read documents and correspondence.

- Ability to work independently and respond to deadlines while working in a team environment.
  - Ability to establish and maintain positive working relationships with other employees.
  - Ability to maintain a cooperative working relationship with a variety of constituents.
  - Must possess effective communication, interpersonal and negotiation skills.
  - Proficient in the use of computer software including MS Office Suite. Ability to navigate the Internet.
  - Ability to solve problems and deal with a variety of variables.
  - Ability to comprehend Federal, state, and local contract regulations regarding purchases.
  - Must possess a valid Florida driver's license.
  - Ability to work flexible hours/schedule i.e., occasional Saturdays or evening hours.
  - Ability to follow policies, procedures, standards, and rules.
  - Ability to organize and maintain records effectively following management standards and with attention to detail.
  - Professional appearance and presentation.
  - Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
  - The employee is frequently required to stand; walk, stoop, and kneel. The employee is required to be able to lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and distance vision.
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### **Education and Experience:**

- Bachelor's degree in business or public Administration required with a minimum of two (2) years of experience related to the duties of the position; or
- Associate degree with a minimum of five (5) years of purchasing experience that involved the preparation of purchase orders for supervisory approval and knowledge of the rules, regulations, and terminology in the area of procurement may be considered.
- Strong working knowledge of federal and state government rules and regulations preferred.
- Bilingual – knowledge and ability to communicate in English and in Spanish both verbally and in writing preferred.

*(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)*

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Send Cover Letter and Resume to: [employment@elcoc.org](mailto:employment@elcoc.org)

By Fax to: 407-749-0287

By Mail to: Early Learning Coalition of Orange County

Attn: Theresa Brady Director of Human Resources

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