

Procurement Coordinator - Price Inquiry < \$10,000

Ohio Turnpike – Berea, OH



The Ohio Turnpike & Infrastructure Commission is seeking an experienced Procurement Coordinator to work in our Procurement Department at the Administration Building in Berea, OH. Please consider bringing your experience, talents, and goals to one of Northern Ohio's vital resources and join the future of transportation.

If you are interested, here's some of what we can offer you:

- Salary range from \$62,135.06 - \$79,181.18 annually
- Excellent pension and health care benefits
- Generous paid leaves
- Stability

Procurement Coordinators employed by the Ohio Turnpike and Infrastructure Commission generally assist with the performance of the Purchasing/Procurement functions in compliance with applicable statutory requirements and Ohio Turnpike and Infrastructure Commission policy. The procurement functions range from Pricing Inquiries for procurement of goods or services under \$50,000 that do not require advertisement; Bid Invitations over \$50,000 that by statute require advertisement; Construction Invitations in compliance with Ohio's Improvement and Prevailing Wage statutes; Property Disposals of Commission owned property, to Requests for Proposals (RFP) for professional services and concession contracts.

Main Job Tasks:

- Procurement Coordinators perform numerous clerical tasks affiliated with the aforementioned types of procurement and also public document requests, filing, telephone inquiries, mail review and other duties as may be assigned by the Procurement Manager.
- The Procurement Coordinators duties are broken into three (3) areas:
 - Price Inquiry < \$10,000;
 - Price Inquiry > \$10,000;
 - and Bid Invitations and Contracts.

Each Coordinator is expected to cross-train in the event another Coordinator requires assistance. All areas require attention to detail, proofing skills, math proficiency and accuracy.

Price Inquiry < \$10,000

- Receives requisitions for preparation of Pricing Inquiries.
- Prepares pricing inquiries for commodity purchases and services not to exceed \$10,000.
- Prepares vendor list for e-mailing of Price Inquiries.
- Reviews Price Inquiries and vendor list.
- Prepares e-mailing of Price Inquiries.
- Receives all Price Inquiry bids and performs tabulation of bids for review.
- Reviews and awards Price Inquiries based on lowest responsive and responsible bid.
- Prepares bid tabulations for public documents requests.
- Expected to be able to process up to eight (8) Price Inquiries each day.
- Types Purchase Authorizations that have been processed via any method of procurement into Contract Purchase Orders, Department of Administrative Services (DAS), and/or Blanket Orders. Distribute accordingly.
- Prepares Change Orders to existing Purchase Orders or Blanket Orders.
- May assist with delivery requests from field in Ross System and verify availability of funds.

- Maintains and updates Blanket Order listings, DAS listings, Bid Ohio etc.
- Maintains list of all deployed copier equipment and current Maintenance Agreements.
- Issues standard forms to vendors (i.e., tax forms, non-collusion affidavits, and ethics forms for signature, prior to issuance of purchase authorization).
- Requests certificates of insurance and bureau of workers' compensation, as applicable.
- Tabulates Construction Invitation bids, if required.
- Assists Accounting Department, Toll Operations and Maintenance Field Operations with GRNs.
- Manages Department record storage and retrieval.
- Interacts with vendors and numerous internal customers including Engineering and Maintenance, Toll, Technology, Office Services, Accounting and Field Operations.
- Sets up new vendors in Ross ERP System and update supplier database (PoWeR).
- Prepare and maintain quarterly report for Accounting, DAS, and the Open Order year-end report for the Director of Contracts Administration.

Work Characteristics:

- Knowledge of purchasing and procurement; agency procurement policies and procedures and state procurement regulations*; inventory control.
- Skill in the operation of procurement-related software, including MS Word and Excel.
- Ability to apply principles of purchasing to solve practical, everyday problems.
- Develop good rapport with procurement personnel, sales representatives, vendors, and internal customers from Engineering and Maintenance, Toll Operations, Technology, Office Services and Accounting Departments.
- Understand technical manuals and verbal instructions associated with procurement procedures.
- Gather, collate and classify information concerning procurement techniques and activities.
- Write routine correspondence or communications reflecting standard procurement procedures.
- Attention to detail and ability to proofread and correct work.
- Answer routine telephone inquiries from Commission staff and general public.

(*) Developed after employment

Minimum Qualifications:

- Associate degree in business or related field required; undergraduate degree preferred.
- A minimum of two (2) years purchasing, or procurement experience is also required (i.e., evaluating bid responses, review of contractual language, awarding of contracts).
- Experience in the purchasing department of a government agency preferred.
- Proficiency in MS Office including Outlook, Word and Excel and purchasing software required.

Unusual Working Conditions:

The predominant work environment is the office. Must be able to handle frequent interruptions and deadlines.

Application Process

Those interested may apply [HERE](#). This link will redirect you to the Online Application site.

Applications will be received until the position is filled.

The Ohio Turnpike & Infrastructure Commission provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.