

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Coord Purchasing Administration	<b>Job Code:</b>	80301
<b>Job Function:</b>	Staff	<b>Grade:</b>	117
<b>Job Family:</b>	Bargaining Unit	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	2000 Finance / Accounting Division	<b>Date:</b>	2/5/14

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**Job Summary:**

Maintain and organize the work flow of front office and uses independent judgment while utilizing department policies and procedures to provide information and direction to others.

**Essential Functions:**

40% Maintain the Office Supply Program. Communicate with the campus and vendor regarding problems, reviewing and setting them up for online ordering. Email orders to vendor for those not utilizing online ordering. Verify invoice pricing and delivery prior to sending to accounts payable for payment.

30% Process University Agreements for Lecture, Performance and Professional. Review agreements for completion and accuracy. Maintain communication with campus departments regarding receipt of necessary documents to accompany agreements and process agreements in database to insure proper payment.

10% Answer phones and maintain front desk area. Process all incoming and out coming mail. Order office supplies. Date and time stamp bids related to the University.

10% Maintain related databases and revise web pages utilizing various programs and software. Create online forms for campus to use.

10% Supervise student employees. Advertise, interview, hire and train student and temporary employees.

**Education:**

Requires a relevant Associate Degree.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 4 years experience in office procedures. Ability to multi-task, work independently, proofread, and attention to detail required. Strong problem solving, research, interpersonal and organizational skills required. Advanced computer skill and ability to learn and adapt to new technology and processes required. Prior purchasing experience preferred.

**Leadership:**

Responsible for directing and monitoring the work of student and/or temporary workers.

**Physical Requirements:**

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

**Working Conditions:**

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.