



Procurement Coordinator/Administrative Assistant Job Posting

Are you a detail-oriented team player? Do you enjoy ensuring processes comply with regulations? Is being fair and equitable important to you?

Check out the Procurement Coordinator/Administrative Assistant position below:

Valley Regional Transit (VRT) is looking for someone who will be responsible for facilitating the procurement of goods and services while adhering to Federal, State, and Local Regulations. Reporting to the Finance Controller, the **Procurement Coordinator/Administrative Assistant** will prepare, review, negotiate, and administer contracts. This position is also responsible for performing clerical and administrative duties for other departments within the organization as needed.

The ideal candidate will possess an associate or bachelor's degree in business administration or accounting or equivalent related work experience; three years of experience in formal solicitation, award and contract administration; and be able to communicate effectively at all levels of an organization. Intermediate computer skills will be essential to be effective in this position in addition to a strong attention to detail and the willingness to learn new things.

Valley Regional Transit (VRT) is the regional public transportation authority for Ada and Canyon counties in southwest Idaho. Its main responsibilities are to coordinate transit services in the two-county area and develop and implement a regional public transportation system.

VRT owns the public bus system that provides service in Boise/Garden City, and contracts with a private firm to manage its operations. In addition, VRT contracts for transit services in Nampa/Caldwell and between Ada and Canyon Counties.

To apply for this position, please send your resume and cover letter of interest to jobs@calyx-weaver.com.

Want more information? Read on:

RESPONSIBILITIES:

- Coordinates centrally administered procurements for Valley Regional Transit and Contractors
- Administers all Valley Regional Transit procurement contracts
- Trains Valley Regional Transit and Contractor staff on procurement policies, processes, and procedures
- Assists with requisitions, purchase orders, project budget tracking, invoice management and accounts payable related duties
- Performs clerical and administrative duties for departments as directed such as access card printing, milestone reports, wage report review, contract tracking and document review

- Guides Valley Regional Transit employees through the procurement process
- Liaison between Valley Regional Transit and Vendors
- Based upon need, writes request for proposal/quote/bid
- Audits procurement process to ensure compliance with Federal Transportation Authority
- Coordinates review of cost proposals and pricing information
- Prepares and administers contracts and purchase orders with specific vendors
- Coordinates review of bids from vendors and assists with determination, to who contracts will be awarded
- Evaluates vendor proposals to ensure that all requirements are met
- Confirms that terms and delivery dates are accurate
- Looks for ways to improve processes and procedures
- Always maintains a professional and courteous demeanor
- Provides timely, respectful, and thorough customer service to internal and external customers
- Dependable and a self-starter
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent with an Associate of Bachelor's degree in Business Administration, Accounting, or related field preferred
- Three years of formal solicitation, award and contract administration experience required
- Intermediate computer skills
- Basic math skills
- Detail oriented
- Understanding of purchasing processes and procedures
- Understanding of purchasing laws and codes and related compliance requirements
- Ability to read and interpret complex regulations
- Ability to draft bid specifications and other technical documents
- Ability to work independently
- Strong customer service, organizational and communication skills
- Ability to accurately organize, plan and complete tasks in compliance with deadlines
- Knowledge of office practices, procedures, and office equipment

Salary: Begins at \$19.25 per hour with consideration given for experience.

Benefits: Health, Dental, and Vision Insurance. Holiday pay, sick and vacation leave. Disability and PERSI retirement plan.

Deadline to submit interest in position is Wednesday, July 15 at 11:59 pm (MST).

Valley Regional Transit is an equal opportunity employer.