CONTRACTS COORDINATOR

Internal search - limited to current regular employees with procurement responsibilities in campus or system office purchasing/business departments

Full-time, regular, exempt position

The University of Maine System is seeking to fill a position as Contracts Coordinator. The Contracts Coordinator reports directly to the Director of Strategic Sourcing and is responsible for gathering, scanning, organizing and monitoring new and existing University Contracts. This position will track contract end dates, renewal and consolidation opportunities, and key terms and conditions. Vendor adherence to contracts will be monitored and tracked for compliance as necessary. The preferred location for this position is in Augusta on the UMA Campus. The complete job description is linked here.

Competencies:

- **Organizing and Managing:** Assesses the long and short-term goals of the department and determines resource needs, time-frames, priorities and strategies to achieve these goals.
- **Internal Contacts:** Keeps up-to-date on key policies and procedures that affect the department and develops networks, builds alliances, and utilizes contracts to build and strengthen internal support bases.
- **Customer Service:** Assess and balances the interests of a variety of clients; readily adjusts priorities to respond to pressing and changing client demands.
- **Accountability:** Assures that effective controls are developed and maintained to ensure the integrity of the department; monitors and evaluates departmental goals to focus on results and measuring attainment of outcomes.

Required Qualifications:

- Associate’s degree or equivalent relevant work experience and education
- Proficiency in Microsoft Office Suite

Preferred Qualifications:

- Professional procurement certification such as C.P.M or equivalent.
- Experience using SciQuest eProcurement systems (Maine Street Marketplace)
- Demonstrated experience in data base management.
- Experience with electronic document management systems

The salary range is mid $20s to low-mid $30s and will be based on the qualifications and experience of the successful applicant. Benefits include medical, retirement and tuition waiver programs. The UMS is a recipient of the Wellness Councils of America’s Well Workplace Award and offers wellness programs.

The application deadline is July 8, 2014. To apply, send a complete application packet consisting of a cover letter addressing your experience as it relates to the requirements of this position, specifically the competencies and qualifications, along with a resume to: Contracts Coordinator Search, Office of Human Resources, 16 Central Street, Bangor, ME 04401 or e-mail to umsjobs@maine.edu referencing job code 66-08-14. Only complete applications will be considered.
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