



**University of Houston-Downtown  
Job Description**

Job Title: Coordinator Trainee, Purchasing/HUB  
FLSA Category: Exempt  
Grade: 23  
Job Code: 2593

**DUTIES**

Job Summary: Processes purchase orders, coordinates University procurement card program and acts as a liaison between the HUB vendors and the University

Duties and Responsibilities:

- Receives purchase requisitions and reviews for completeness
- Places orders to vendors, checks status of orders, resolves order problems and reviews and expedites receiving reports
- Responsible for compiling and reviewing Historically Underutilized Business (HUB) reports
- Develops departmental policies
- Works with accounts payable to correct encumbrance and accounting issues and to ensure timely payments to vendors
- Trains and assists departments on entering purchase requisitions and troubleshooting problems
- Assists with coordinating HUB vendor fairs and forms relationships with vendors to understand products/services
- Coordinates the University's procurement card program
- Assists with soliciting bid proposals, analyzes and tabulates bid responses, and awards to the best value, meeting established State and institutional guidelines

Marginal Functions: All other duties as assigned

**REQUIREMENTS**

Education: Baccalaureate Degree  
Experience: Minimum of one (1) year  
Licenses/Certification: None Required

**PHYSICAL DEMANDS**

**Environmental Conditions**

Working conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort: Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk: Work environment involves minimal exposure to physical risks.