



**University of Houston-Downtown  
Job Description**

Job Title: Coordinator, Purchasing  
FLSA Category: Exempt  
Grade: 25  
Job Code: 2592

**DUTIES**

Job Summary: Procures goods and services for 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
  - Solicits bids, analyzes and tabulates bid responses and awards to the best value, meeting established State and Institutional guidelines
  - Works with accounts payable to correct encumbrance and accounting issues and to ensure timely payments to vendors
  - Reviews monthly procurement activity report for requisitions and purchase orders to resolve and/or fix outstanding encumbrance issues
  - Assists departments on entering purchase requisitions and troubleshooting problems
  - Reviews monthly phone reports and assists with Historically Underutilized Business (HUB) reports

Marginal Functions: All other duties as assigned

**REQUIREMENTS**

Education: Baccalaureate Degree

Experience: Minimum of three (3) years

Licenses/Certification Certified Texas Purchasing Manager

**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.