

As a Supply Chain Management Technician I, you will assist the Airports Authority in administering contract, procurement, and property management activities.

JOB DESCRIPTION

- Supply Chain Management Technician I
- Works under the direct supervision of the Purchasing Agent Supervisor.
- Serves in the Procurement and Contracts Department of the Office of Supply Chain Management at the Corporate Office Building (COB).

Assists staff in procuring a wide variety of limited dollar value goods and services through noncompetitive and competitive open market purchases and established contracts. Performs related functions.

GENERAL RESPONSIBILITIES

- Prepares and reviews procurement requests and contracting documents, such as solicitations, purchase orders, contracts, contract modifications and amendments, task orders, delivery orders, and correspondence.
- Creates and maintains files and databases of procurement, property management, and supplier diversity documents and data.
- Runs the Open Order Report, reviewing open purchase orders and researching payment and delivery information to close out the orders.
- Maintains the Blanket Purchase Agreement (BPA) spreadsheet and updates information.
- Coordinates review and approval of invoices with the Contracting Officer's Technical Representative (COTR) and assists with contract closeout.
- Coordinates and processes internal and external requests for audit of contract files.
- Maintains the automated property management system and ensures data integrity.
- Assists with compliance functions, collecting and coordinating the analysis of data to detect or remediate deficient controls, duplicated efforts, and non-compliance with management policies.
- Assists in physical inventories.
- Assists with outreach, compliance, and certification of supplier diversity.
- Opens, sorts, and distributes office mail.
- Maintains logs and calendars, and generates statistical and other reports; resolves inconsistencies in information and data and implements internal quality control measures.
- Performs other duties as assigned.

QUALIFICATIONS

- Two years of progressively responsible experience in providing administrative and logistical support services.
- Six months of the two years of experience includes requisitioning, procuring, buying, or contracting support work.

KNOWLEDGE, SKILLS AND ABILITIES

1. Skill in establishing and maintaining electronic and paper filing systems.
2. Knowledge of office work and procurement procedures and skill in performing general office functions and providing administrative and clerical support.
 - Ability to perform basic analyses of data and information.
 - Ability to speak and write effectively.
 - Skill in using a computer and office suite software, with emphasis on database and spreadsheet software.

PREFERRED QUALIFICATIONS

- Procurement experience as a principal requestor or buyer or in a similar position.
- Experience using an automated procurement processing system.

EDUCATION

- A high school diploma, a Certificate of General Education Development (GED), or an equivalent combination of education, experience, and training.

CERTIFICATIONS AND LICENSES REQUIRED

- None

NECESSARY SPECIAL FACTORS

- Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, teamwork, customer service, and other factors.