



POSITION: Purchasing and Supplier Diversity Administrative Assistant
DEPARTMENT: Finance and Administration
REPORTS TO: Purchasing and Supplier Diversity Manager
FLSA STATUS: Salaried/Non-Exempt

Summary

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Purchasing and Supplier Diversity Administrative Assistant at the McCormick Place Convention Center. Supports the McCormick Place | ASM Global Purchasing & Supplier Diversity Department including, but not limited to, processing and distributing all requisitions and purchase orders, processing, maintaining and confirming statutory compliance for all contracts, processing Requests for Quotes and providing overall support to the department. Supports the development and maintenance of McCormick Place ASM Global's Diversity Program. Assists with purchasing and negotiating materials, equipment, supplies and services from vendors to meet the needs of user departments within the McCormick Place facility while ensuring ASM Global policies, procedures and statutes are observed.

Essential Duties and Responsibilities

- Reviews requisitions for completeness and accuracy; follows up on any discrepancies with the initiating user department.
- Processes requisitions into purchase orders and any resulting change orders.
- Corresponds with vendors regarding pricing, product and/or service availability and delivery.
- Maintains cooperative working relations with vendors to stay current with trends and technologies, products and services.
- Identifies and recommends opportunities to reduce costs through the procurement of goods and services.
- Assists Purchasing & Supplier Diversity Manager in analytical review, recordkeeping and managing of all vendor contracts.
- Interacts with staff or their designees to assess departmental requirements, establishes projects as requested and tracks the progress of projects.
- Serves as liaison to vendors and user departments, providing guidance relating to purchasing procedures and issues associated with contracts and/or bids.
- Assists the Purchasing & Supplier Diversity Manager in preparing and managing high quality, consistent and accurate procurement documents.
- Coordinates with user departments to prepare and issue accurate, consistent Request for Quote documents.
- Analyzes and compiles quote and bid results and completes the administrative processes to prepare recommendations to user departments.
- Performs clerical and technical support to the Purchasing & Supplier Diversity Department throughout each project procurement process.

- Plans for future procurement opportunities based on user needs and reviews and maintains the Master Contract List.
- Conducts research to expand outreach to vendors, including Minority and Women Owned Business Enterprises regarding upcoming and current procurement opportunities.
- Assists Purchasing & Supplier Diversity Manager in compliance monitoring and business diversity activities and reviewing/preparing reports of MBE/WBE utilization related to procurement and service contracts on a monthly basis.
- Monitors the insurance tracking system to ensure that all contractors maintain their current obligatory insurance coverage.
- Maintains an electronic document filing system that archives documents and allows for easy department access and retrieval of documents and information. Acts as trainer/facilitator to other internal customers regarding diverse business development.
- Performs other job-related duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High School Diploma or equivalent.
- Bachelor's Degree from an accredited University in Management, Finance, Public or Business Administration or a related field preferred.
- Work experience preferably within a Purchasing and/or Supplier Diversity environment.

Skills and Abilities

- Excellent organizational skills with proven ability to prioritize effectively.
- Excellent communication skills, both verbal and written.
- Ability to make sound judgment to plan and accomplish goals.
- Ability to take tasks that are not clearly defined and appropriately define problems and propose and implement solutions.
- Strong analytical and problem-solving abilities.

Computer knowledge

Strong knowledge of PC software, including proficiency in Microsoft Word and Excel. Knowledge of financial software preferred. Experience with Solomon preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long hours; use hands to handle files, type and operate office machines; to talk and hear on the telephone. Stand for 8-10 hours in a day. Specific vision abilities required by this job include close vision to handle office correspondence.

Hours of Work and Travel Requirement

Must be able to work flexible hours. Minimum travel may be required.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Please use the below link to apply.

External Candidates:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000846248806#/>

Internal Candidates:

<https://recruiting.adp.com/srccar/nghome.guid?c=1152751&d=InternalCareerSite&r=5000846248806#/>

Recruiter- Shalanda Hedrick
McCormick Place – ASM Global
301 E. Cermak Rd, Chicago, IL. 60616

Applicants that need reasonable accommodations to complete the application process may contact 312.791.7000.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

We will only accept applications from 05-03-22 to 05-17-22