



# ANGELO STATE UNIVERSITY

Member, Texas Tech University System

Job Opening For Staff Position of

## Materials & Contracts Coordinator

Job Posting #0807-005

### POSITION INFORMATION

Office of Materials Management

Position Number 998839

**Posting Date: July 11, 2008**

### SALARY

\$29,265-\$35,000. Excellent benefits package. Click [here](#) for more information.

### JOB SUMMARY

This position reports directly to the Supervisor of Procurement in the Office of Materials Management. Under general supervision, coordinates procurement of materials and administration of institutional contracts.

### TYPICAL DUTIES

1. Conduct audits of inventory and record adjustments. Produce inventory reports.
2. Monitor and reconcile credit card activity using spreadsheets.
3. Procurement of materials for the Office of Materials Management.
4. Track department budget accounts and analyze data.
5. Validate work orders within inventory system.
6. Support contract administration and inventory processes.
7. Assist in the preparation of state space utilization reporting.
8. Produce correspondence and follow-up with customers.
9. Prepare and run various reports.
10. Prepare department policies and procedures.
11. Provide administrative support to senior management.
12. Assist with special projects.
13. Communicate effectively and professionally with faculty, staff, and customers.

### KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of accounting and bookkeeping practices and procedures;
- Knowledge of procurement and purchasing practices;
- Knowledge of computer software products used in inventory management;
- Skilled in oral/written communication and interpersonal relations;
- Ability to perform advanced mathematical calculations and reconcile financial data;
- Ability to use word processing software and spreadsheets;
- Ability to organize and complete tasks in an accurate and timely manner;
- Ability to perform work requiring accuracy and attention to detail;
- Ability to coordinate multiple tasks with frequent interruptions or changing priorities;
- Ability to use standard office equipment to include computer, 10-key, fax, and copier.

### QUALIFICATIONS

Bachelor's degree in Business, Accounting, Finance, or other directly related field. Equivalent combination of relevant education or experience may be substituted as appropriate. Experience with automated inventory systems preferred.

**APPLICATION REQUIREMENTS**

1. ASU Employment Application ([http://www.angelo.edu/forms/pdf/Staff\\_Application.pdf](http://www.angelo.edu/forms/pdf/Staff_Application.pdf))
2. Letter of interest
3. Resume
4. Contact information of at least three professional references

Official transcripts will be required of job candidate recommended for employment.

**Mail to:** Office of Human Resources  
Angelo State University  
ASU Station #11009  
San Angelo, TX 76909-1009

**Or fax to:** 325-942-2156

**APPLICATION DEADLINE**

Open until filled.

**UNIVERSITY PROFILE**

<http://www.angelo.edu/publications/employment/universityprofile.html>.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**