

Senior Purchasing Agent

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| Job Requisition | R0004857 Senior Purchasing Agent (Open) |
| Job Family | Hourly |
| Start Date | 08/25/2023 |
| End Date | 09/09/2023 |
| Primary Posting | No |
| External Posting URL | https://mwaawd1.myworkdayjobs.com/MWAA/job/MWAA-Headquarters/Senior-Purchasing-Agent_R0004857 |
| Description | |

Compensation Grade:

S18-H

Salary Range:

\$33.22-\$48.17

Opening Date:

August 25, 2023

Closing Date:

September 9, 2023

Please Note: All job announcements close at 11:59 p.m. of the day before the posted closing date.

As a Senior Purchasing Agent, you will perform and provide guidance to the team in purchasing critical goods and services.

Senior Purchasing Agent

Serves in the Simplified Acquisitions Department in the Office of Supply Chain Management at the Headquarters Office or Washington Dulles International Airport.

In conjunction with the Simplified Acquisitions Manager, leads procurement efforts for a variety of limited dollar value goods and services, including IT, Airports Operations, Public Safety, Finance, Legal, HR services and inventory goods and equipment purchases for warehouses. through noncompetitive open market purchases, purchases under established contracts and competitive open market purchases. Provides technical guidance to the Purchasing Agents and ensures proper procedures are followed in processing requisitions. Performs related functions.

GENERAL RESPONSIBILITIES

Leads procurement efforts of limited dollar value goods and services primarily utilizing the Request for Quotations (RFQs), Invitation for Bid (IFB), and Request for Proposal (RFP) procurement method, as well as leveraging established contracts competitively procured by other jurisdictions, and sole source procurements in accordance with the Airports Authority's Contracting Manual.

Responsible for assisting COTR in writing all necessary documents such as, Statement of Work (SOW), Independent Cost Evaluation (ICE) and Price Schedule.

Leads periodic progress updates meetings with customers.

Participates in purchasing planning for Airports Authority programs and assists the Simplified Acquisition Manager to develop procurement policies and procedures.

Provides technical guidance and assists the Simplified Acquisition Manager to develop internal operational procurement policies and procedures.

Procures a variety of supplies, equipment, and services for assigned customers.

Ensures Purchasing Agents review incoming requisitions for proper format and checks that approval has been obtained, description of materials/services is clear, and dollar amount is within scope of Agent's delegated authority.

Provides technical oversight to ensure Purchasing Agents perform proper contract management and administration in accordance with the Contracting Manual, including development of milestone plans, issuance of solicitations, contract award, modification, and closeout.

Assists COTR to develop appropriate technical, statistical, or regulatory language prior to soliciting bids on items/services requested. Uses a variety of solicitation and purchasing methods, such as Request for Quotation (RFQ), , oral solicitation and calls against Blanket Purchase Agreements (BPAs).

Works with requestor's Contracting Officer's Technical Representative (COTR) to determine appropriate evaluation factors, if needed, in addition to price.

Determines schedule for procurement process, generates required documentation, and responds to basic questions about contracting issues. Coordinates with the COTR to amend solicitations based on offeror questions.

Coordinates with COTR to review and evaluate "equal brands". Reviews alternative vendors/products that meet the specifications.

Ensures Purchasing Agents and COTRs maintain records on vendors' performance, and customer feedback to ensure satisfactory contract execution. Works with Purchasing Agents to maintain files on all data submitted for evaluation of offers.

Reviews procurement justification/determination of findings for sole source purchases and prepares final purchase order.

Awards firm fixed-price/fixed unit price, indefinite quantity, and other contract types through an RFQ process.

Monitors progress and follows up on delivery discrepancies or complaints. Contacts vendors/ suppliers to resolve discrepancies.

Processes contract close out upon verification of completion.

Performs other duties assigned.

QUALIFICATIONS

Three years of progressively responsible experience in support of procurement/contracting functions.

Comprehensive knowledge of, and ability to apply, types of contracts (e.g., firm fixed-price and fixed unit price), solicitation and purchasing methods (e.g., RFQ, RFP, IFB) and purchasing procedures.

Knowledge of and skill in applying the use of delivery schedules or ordering and documentation procedures for purchases, including automated purchasing systems.

Knowledge of and skill in handling multiple projects concurrently and ensuring coordination and integration among related efforts.

Ability to perform detailed analyses of data and information (including identifying the accuracy and relevance of the information) and make corrections and/or recommendations.

Ability to speak and write effectively.

Skill in using a computer and office suite software.

PREFERRED QUALIFICATIONS

Public sector purchasing experience.

Experience using an automated procurement system, such as an enterprise system, covering the procurement-supply chain.

A Universal Public Procurement Certification Council (UPPCC) Procurement Certification or another nationally/Federally recognized procurement certification/credential.

EDUCATION

A high school diploma or a Certificate of General Education Development (GED).

CERTIFICATIONS AND LICENSES REQUIRED

Certification from the Universal Procurement Certification Council (UPPCC) or another national/Federally recognized procurement certification/credential within two years of receiving the Final Offer Letter.

NECESSARY SPECIAL FACTORS

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

Must maintain required certification(s). Must meet in-service and continuing education/training requirements.

A background security investigation will be required for all new hires.

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Worker Sub-Type Regular

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08/31/2023

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| Location | MWAA Headquarters |
| Time Type | Full time |
| Locations | |
| Supervisory Organization | Simplified Acquisitions (Guzel Gufranova) |