

WILSON EDUCATION CENTER
POSITION VACANCY
COOPERATIVE PURCHASING SPECIALIST

MARCH 5, 2022

SALARY RANGE: COMMENSURATE WITH EXPERIENCE AND EDUCATION

**BENEFITS: COMPETITIVE BENEFITS PACKAGE INCLUDING INDIANA PUBLIC EMPLOYEES' RETIREMENT FUND (PERF), 403
(B) PLAN AVAILABLE**

Job Description

Job Summary: Cooperative Purchasing Specialist is responsible for developing and delivering professional programs and services for the Wilson Education Service Center (WESC) member districts and coordinating with the other Educational Service Centers of Indiana with their cooperative purchasing needs.

Performance Responsibilities:

1. Identifies cooperative purchasing needs for the member districts.
2. Plans, bids, delivers, and/or facilitates purchasing opportunities for the member districts.
3. Represents WESC at AEPA bi-annual meetings.
4. Facilitates bids for member districts as needed.
5. Assures that all bids conducted by the WESC adhere to Indiana Code.
6. Participates in local, state, and regional meetings/activities to develop and sustain collaborative partnerships with school district business managers and purchasing personnel.
7. Represents WESC on committees and workgroups as required or requested.
8. Completes other tasks or duties as assigned by the Executive Director.

Job Requirements: High School Diploma or equivalent, Associate or Bachelor's degree preferred, Proficient in Microsoft Office, Ability to learn new software programs with training, Effective communication (verbal and written skills) and interpersonal skills, Proficient mathematics skills, Strong organizational skills and attention to detail, Punctual and regular attendance

Physical Requirements: Prolonged periods sitting at a desk and working on a computer, Must be able to lift up to 25 pounds, Must be able to push and pull

Work Environment: General Office Setting

Reports To: Executive Director

Job Classification: Exempt

Job Type: Full-time

Interested applicants should contact Sam Gardner at sgardner@wesc.k12.in.us

Submit a resume with a couple of references.

Questions? Contact Mr. Gardner at 812-256-8000, ext 203

This notice expires March 21, 2022, but may be extended

Position may be filled at any time

WESC IS AN EQUAL OPPORTUNITY EMPLOYER

WESC adheres to all applicable employee rights regulations under Federal laws and affirmative action programs that prohibit workplace employment discrimination on the basis of age, creed, disability, national origin, race, religion, genetics, or gender.