



DATE: 7-29-2021

TITLE: Vendor Relations Specialist		
HUMAN RESOURCES USE ONLY:	SALARY TABLE: AP	CLASS CODE: PN382
UNION: P&A, Local 1979, U.A.W.	SALARY GRADE: 10	EEO CODE: 30
JOB GROUPING: None	FLSA: Non-Exempt	EMPLOYEE CLASS: PN

POSITION PURPOSE

Oversee the vendor database management process related to non-person entities. Assist the department in regular and specialized reporting. The position will report to the eProcurement Manager.

ESSENTIAL JOB FUNCTIONS	% OF TIME
Onboard new vendors for the University. Accept requests for new vendors to be added as approved vendors. Approve or deny submission reviews and incoming requests for new vendors to be added to the database. Determine if there are any potential conflicts of interest and deny request if there is a conflict or provide guidance on how to obtain Board of Governor (BOG) approval. Verify vendor Taxpayer ID information and also verify that no federal debarment exists. Enter vendors into the system via WayneBuy TSM and/or Banner based on information submitted and departmental guidelines. Notify the vendor or requesting department of acceptance or rejection.	25%
Maintain university vendor records to ensure information remains current. Review incoming requests to modify existing vendor information in the database. Authenticate source of request. Verify any banking account changes with the Associate Director of Disbursements prior to any updates, to ensure any future payments are deposited appropriately. Update the vendor into the system via WayneBuy TSM or Banner.	20%
Initiate monthly reporting for Procurement Key Performance Indicators (KPIs). Schedule appropriate Cognos and WayneBuy reports monthly. Export data from each of a dozen reports into a master KPI Spreadsheet. Create or update Pivot Tables to summarize the data. Perform Data Analytics. Resolve any irregularities. Prepare monthly, quarterly and annual diversity reports. Prepare a list of approved minority, women-owned, and Detroit-based businesses and post on the department website. Prepare Spend Analytics Reports for preparation of the University Affirmative Action Report on behalf of the Office of Equal Opportunity (OEO) in preparation for any external diversity report requests and/or external award nomination responses. Prepare bi-annual report information on the Purchase Order Spend for federal or state grant accounts. Maintain a list of federal grant indexes for inclusion in Spend Report information. Provide report summary to the Procurement AVP for submission to the National Institute of Health or other reporting agencies using the online Electronic Subcontracting Reporting System (eSRS). Prepare other reports as assigned.	20%

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

Provide customer support and serve as department liaison to assist university departments and outside agencies (vendors) with issues regarding vendor information or with other procurement system (WayneBuy) issues. Respond to and resolve inquiries relative to operational activities. Instruct participating vendors on the methods to apply as new suppliers to the university. Provide internal contact information when vendors should reach out to other business units based on commodity or service area.	10%
Participate in external vendor trade fairs or other networking events. Represent the university as part of the professional team at the Michigan Minority Procurement Conference, the Great Lakes Womens' Business Conference and other similar activities. Assist with the planning and coordination of the Wayne State Minority & Detroit-Based Business Conference.	5%
Oversee requisition assignments for buying team during periods of absence and determine proper work distribution allotment to ensure minimal disruption to the campus community. Redirect WayneBuy Requisitions to the appropriate buying staff according to the back-up plan.	5%
Develop and update policies related to vendor and/or requisition management. Work with the eProcurement Manager to determine when policies need to be created and/or updated and prepare the policy draft. Finalize the policy and distribute to members of the department.	5%
Serve as work leader to the Assistant Buyers. Train staff in appropriate methods and procedures related to Procurement, WayneBuy or Banner. Provide indirect oversight when appropriate. Provide back up support during absence of Assistant Buyers and Lead Secretary.	5%
Other duties as assigned.	5 %

MINIMUM QUALIFICATIONS

Education :

Graduation from an accredited college or university or an equivalent combination of education and/or experience. Coursework in business administration, marketing or materials management, preferred.

Years of Experience Required :

Four (4) years of general office experience with demonstrated ability to operate general, utilize computer software to generate reports and spreadsheets.

Preferred Qualifications:

Ability to make independent judgments. Strong decision making skills. Reasonable knowledge of purchasing principles and ethics. Knowledge of Procurement and/or Supply Chain Management, preferred. Some knowledge of federal and state regulations as it applies to vendor information. Strong organizational skills. Strong oral and/or written communication skills. Familiarity with University administrative applications (Banner, WayneBuy, TravelWayne), preferred. Some knowledge of University policies and procedures, preferred.

WORKING CONDITIONS :

This is an open cube office environment. The position is unique, so this individual will need to be able to work independently. Position may be required to lift up to 25 lbs.

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