



*as far as the mind can see*

## **Purchasing Coordinator**

### **About Francis Parker School:**

Francis Parker School is a coeducational independent day school in San Diego, California with 1315 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world." Francis Parker School has two campuses in close proximity. One in Mission Hills (Lower School JK-5), and a second in Linda Vista (Middle and Upper School 6-8 and 9-12, respectively).

### **Job Description:**

The Purchasing Coordinator is responsible for the administration of all processes and procedures related to the acquisition of goods and provision of services, including soliciting bids, evaluating and selecting vendors, and negotiating pricing and other contractual terms. Additionally, the Purchasing Coordinator is responsible for making ongoing improvements to the purchasing process, including implementing changes that generate cost savings or enhance internal controls.

### **Essential Duties/Responsibilities:**

- Assist members of faculty and staff with issues related to the submission of purchase requisitions
- Review purchase requisitions for appropriate account coding and necessary approvals
- Solicit bids and proposals from vendors in accordance with established policies
- Negotiate favorable pricing, payment, and other contractual terms with vendors
- Evaluate competing bids and make objective vendor selection decisions in collaboration with members of faculty or staff from the requesting division or department
- Develop preferred vendor sources for frequently used goods or services
- Place purchase orders for goods and services pursuant to established policies
- Maintain appropriate supporting documentation for all purchases
- Resolve issues with vendors – e.g., delivery delays, pricing differences, quantity discrepancies, product defects – in a timely manner
- Pursue new vendor relationships to realize cost savings
- Ensure that all purchasing policies and procedures are documented and reviewed at least annually with members of faculty and staff
- Provide training to new members of faculty and staff on purchasing policies and procedures
- Make ongoing improvements to the purchasing process, including recommendations for changes that enhance internal controls
- Assist with various facility projects, including negotiating service contracts for building systems and overseeing construction projects

[www.francisparker.org](http://www.francisparker.org)

Linda Vista Campus  
Mission Hills Campus

6501 Linda Vista Road  
4201 Randolph Street

San Diego, CA 92111  
San Diego, CA 92103

858 / 569-7900  
619 / 298-9110



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**Qualifications:**

- Bachelor's degree in business administration or a job-related area preferred or equivalent experience – CPM or a similar accreditation from a recognized purchasing organization such as APICS or NAPM a plus
- 2-3 years of experience in a lead purchasing or procurement role for an organization with annual revenues of at least \$20 million – experience in school setting a plus
- Thorough understanding of purchasing principles, processes, and procedures
- Proven ability to evaluate vendor bids, negotiate pricing and other contractual terms, and manage on-going relationships
- Hands-on experience with at least one major ERP system – preferably Blackbaud
- Track record for meeting deadlines
- Familiarity with the application of internal controls in a purchasing context
- Aptitude for identifying and implementing purchasing related process improvements
- Service oriented with a collaborative approach toward problem-solving
- Proficient using Excel, Word and other Microsoft Office applications
- Exceptional planning and organizational skills
- Ability to communicate effectively both verbally and in written form
- Ability to work in a fast-paced, highly transactional environment
- Self-starter and able to work independently

**Salary and Benefits:**

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

**Non-Discrimination:**

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, ethnicity, creed, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

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**Application Process:**

If interested in the position, please fill out the electronic [Francis Parker School Employment Application HERE](#). You will need to upload the following documents during this process: a cover letter and resume.

If you CANNOT or DO NOT wish to submit your application through the link above, a cover letter, resume, and a completed [employment application](#) should be submitted electronically to:

Denise Pyeatt, Controller

[controller@francisparker.org](mailto:controller@francisparker.org)

Please find the PDF of our employment application here: [find it here](#)

[Please indicate which position you are applying for in the subject line.](#)

<https://www.francisparker.org/about-us-/employment>

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