



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 sourcing and acquiring goods and services for school operations. Additionally, the Purchasing Coordinator is responsible for making ongoing improvements to the purchasing process.

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 as needed from vendors in accordance with established policies
- Negotiate favorable pricing, payment, and other contractual terms with vendors as needed
- Obtain competing bids and make vendor selection recommendations as needed
- 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 in a timely manner – e.g., delivery delays, pricing differences, quantity discrepancies, product defects
- Reconcile and provide supporting documentation for purchases made by credit card each month
- Identify opportunities to achieve cost savings by changing vendors or through other actions
- Assist with the evaluation, selection, and management of various facility service providers
- 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

www.francisparker.org

Linda Vista Campus
Mission Hills Campus

6501 Linda Vista Road
4201 Randolph Street

San Diego, CA 92111
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858 / 569-7900
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- Assist in the identification and implementation of ongoing improvements to the purchasing process with an emphasis on making changes that enhance operating efficiencies and/or strengthen internal controls

Qualifications:

- Bachelor's degree in business administration or a related area
- 3+ years of experience in a purchasing role for an organization with annual revenues of at least \$20 million – experience in a school setting a plus
- Thorough understanding of purchasing principles, processes, and procedures
- Proven record for successfully managing vendor relationships
- Hands-on experience with at least one ERP or Procure-to-Pay system – preferably Blackbaud
- Ability to juggle multiple purchase requisitions concurrently while actively supporting and engaging with requestors
- Thrive in a fast paced, high-volume environment where speed, accuracy, and attention-to-detail are all demanded
- Proficient at using computer-based systems to manage the purchasing process
- Familiar with internal controls that are customary in the Procure-to-Pay cycle
- Aptitude for identifying and implementing purchasing related process improvements
- Service oriented with a positive and collaborative approach toward problem-solving
- Competent with spreadsheets and other standard office applications
- Passionate about organization and timely follow-up
- Role model for acting with honesty and integrity in all business dealings
- Exceptional verbal and written communication skills

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.

Salary Range: \$70,000 - \$75,000 per year, based on experience.

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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.

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:

Mike Rinehart, Head of Operations & Chief Financial Officer

mrinehart@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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