



**SOUTH JERSEY PORT CORPORATION
NOTICE OF JOB OPENING
DATE: December 20, 2023**

PURCHASING MANAGER

In accordance with Article 9 and Article 13 of the Agreement between SJPC and CWA, Local 1040, employees are hereby notified that SJPC will accept applications for the non-exempt position of PURCHASING MANAGER. The SJPC is an agency of the State of New Jersey, which builds, maintains, and operates marine terminals in the South Jersey Port District to create economic opportunities and to enhance the region's intermodal transportation system. The SJPC owns and operates the Joseph A. Balzano and Broadway Marine Terminals in the Port of Camden, the Salem Marine Terminal at the Port of Salem, and the Paulsboro Marine Terminal at the Port of Paulsboro.

The successful applicant will receive an annual compensation of \$72,426.00 exempt.

GENERAL SUMMARY:

Reporting to the Chief of Finance, the Senior Purchasing Agent will be responsible for coordinating activities involved with procuring and contracting of goods, services, and construction projects, such as raw materials, equipment, tools, parts, supplies, and other relevant functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned.

- Administers public advertising for requests for bids/proposals, requests for information, issuing Addenda, receiving, and opening bids/proposals, recording bid/proposal results, and bid/proposal awards.
- Coordinates with using departments, the scheduling and implementation of bid/proposal projects, the utilization of NJ Cooperative Purchasing and other Cooperative Purchasing contracts, and various procurement projects.
- Prepares Board of Directors Meeting resolutions.
- Provides guidance to SJPC staff related to purchasing process, evaluation criteria, authorizations, and acceptance and rejection of bids/proposals.
- Processes requisitions, invoices, and received receipts in order for the Accounts Payable Coordinator to issue payments.
- Reviews requisitions.
- Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.
- Estimates values according to knowledge of market price.
- Prepares purchase orders or quotation requests.
- Reviews quotation proposals and negotiates contracts within budgetary limitations, scope of authority, and statutory guidelines.
- Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories.
- Communicates directly with vendors by telephone or correspondence.
- Establishes and maintains needed records and files.
- Expedites delivery of goods to users.

MINIMUM QUALIFICATIONS:

To successfully perform in this position, an individual must be able to perform the requirements listed below. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Thorough knowledge of corporation policies. Good communication and computer skills.
- Six years' experience in purchasing, inventory control and/or cost accounting or a bachelor's degree.
- Thorough knowledge of New Jersey Contracting Laws and Regulations.
- A Qualified Purchasing Agent Certification (QPA).
- Must have Microsoft Word, Excel, Outlook, Internet Explorer, and overall proficient computer skills.
- Must possess a federal Transportation Worker Identification Credential issued by the Transportation Security Administration.
- Must be a resident of the State of New Jersey

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; remains open to others' ideas and tries new things.
- Ethics - Works with integrity and ethically; upholds organizational values.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

WORK ENVIRONMENT: The nature of the Port and its security are 24-hour, 7 days a week operation. Thus, the employee performing this job must be available at virtually any time if a security issue or emergency arises. It is the employee's responsibility to stay in contact with management and to be available when and if management and staff need to contact the employee in this job. Employee may encounter U.S. Coast Guard, U.S. Customs and Border Protection or other federal representatives during the course of performing duties and must cooperate fully.

- Frequent walking, standing, bending, and occasional sitting.
- While performing this job's duties, the employee is exposed to wet and/or humid conditions; outside weather conditions; extreme cold and extreme heat.
- The noise level in the work environment is moderate to loud.

Security documents and information are classified as SENSITIVE SECURITY INFORMATION (SSI). These records contain SSI that is controlled under the provisions 49CFR1520. No part of these records may be disclosed to persons without a "need to know" as defined in 49 CFR Part 1520, except with written permission of the administrator of the TSA. Unauthorized release may result in a civil penalty or other action. For U.S. Government Agencies, public disclosure is governed by 5 USC 552 and 49CFR1520."

DISCLAIMER: This job description indicates in general the nature and levels of work, knowledge, skills, abilities, and other essential functions as covered under the Americans with Disabilities Act expected of an employee. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an employee. An employee may be asked to perform other duties as required. Employees with disabilities must meet qualification standards that are job-related and consistent with business necessity and must be able to perform the "essential functions" of the position, with or without reasonable accommodation.

HOW TO APPLY:

Interested parties should submit a resume and a cover letter outlining reasons for their interest in the position, including detail on the aforementioned responsibilities, attributes, and qualifications addressed to the attention of Human Resources in electronic format to careers@southjerseyport.com by Friday, January 5, 2024.



Andrew Saporito,
Executive Director & CEO