



Associate Contract Manager (IT Procurement)

The Massachusetts Higher Education Consortium (MHEC) has an immediate need for a full time Associate Contract Manager. The ideal candidate will have experience in public bidding, negotiation and day-to-day contract management for IT commodities and services. This position reports to a Sr. Contract Manager and will be required to develop, award and manage bulk procurement bids in accordance with policies and specifications to benefit MHEC members. The technology spend category is a key contributor to the MHEC's overall spend volume representing nearly 34% of the total contract volume.

Basic requirements and expectations:

The ideal candidate will have a pre-existing knowledge of the preparation and handling of data in complex spread sheet formats. This position is required to perform independently and in a team structure to complete assigned complex tasks necessitating strong organizational and communication skills. Candidates must be comfortable in a team-based high performance working environment.

Primary duties include but are not limited to (other duties and responsibilities assigned as needed):

- Ability to develop, evaluate and manage a portfolio of procurement contracts.
- Assess the marketplace, research new trends in applicable industries, benchmark products and services and collaborate with stake holders
- Prepare bid specifications and develop evaluation criteria consistent with public bidding requirements
- Evaluate invitation for bid (IFB's) and requests for proposals (RFP's) and prepare cost benefit analysis
- Negotiate and finalize contract terms and conditions
- Manage assigned contract portfolio with emphasis on member need and vendor performance
- Capable of multi-tasking and the ability to work independently and in a team environment.

Qualifications:

- BS/BA in a related field
- 1-3 years of IT procurement and bid preparation experience
- Comprehensive computer skills, including Microsoft Excel, PowerPoint and Word
- Strong listening, interpersonal, writing and communications skills

Salary Range:

Salary Range is \$45,000 to \$52,000 depending on experience, with a comprehensive benefits package.

The position requires light to moderate physical effort demanded when performing functions under typical office and computer use conditions. Light to moderate physical effort and stamina required for occasional travel and transport of work related materials and equipment to meeting and training sites. The successful candidate must be able to lift up to 50 pounds with or without reasonable accommodation. Must possess a valid Motor Vehicle Operator's License valid for use in Massachusetts and provide the means of transportation to fulfill job duties throughout New England and attend relevant meetings. Candidates must be eligible for permanent employment in the United States, and appointments are subject to a criminal background check. The MHEC is an equal employment opportunity Employer/Disabled/Veteran.

Please send a cover letter and resume to MHEC, 100 University Drive, Suite 1, Amherst, MA 01002, Attention Christopher Raymond or email to craymond@mhec.net. Letters of interest will be accepted until filled.