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**JOB POSTING
OFFICE OF HUMAN RESOURCES
May 29, 2026**

POSITION: Procurement and Administrative Coordinator

DEPARTMENT: Administrative Services (Purchasing Department)

DIVISION: Administrative Services

STATUS: Full-Time (35 hours a week), Non- Exempt, Monday through Friday

Salary Information: \$27 to \$29.50 per hour

BENEFITS:

- Medical Dental Vision Health Savings Account Flexible Spending Account
- College Paid Life, AD&D, LTD insurance Generous PTO 12 Paid Holidays
- TIAA Retirement with 8% college contribution after one year of employment
- Free EAP Counseling Services Free Chiropractic Care

GENERAL DESCRIPTION:

The Procurement & Administrative Coordinator supports the College's purchasing and administrative operations through coordination of procurement activities, purchase order processing, vendor communication, mailroom operations, and oversight of the campus store. This role helps ensure purchasing activities are completed in accordance with College policies and procedures while providing responsive customer service and operational support to campus departments.

The Coordinator is responsible for maintaining purchasing records, assisting with vendor and departmental coordination, supporting receiving and payment workflows, and coordinating the day-to-day operations of the campus store, including inventory ordering and supervision of student workers. The position requires strong organizational skills, attention to detail, and the ability to manage multiple priorities in a collaborative and service-oriented environment.

SPECIFIC RESPONSIBILITIES:

Purchasing & Procurement

- Coordinate the College's purchasing process in accordance with established policies, procedures, and budgetary guidelines.

- Review purchase requisitions for completeness, required approvals, supporting documentation, and policy compliance.
- Assist departments with obtaining pricing comparisons, quotes, and vendor information in accordance with College purchasing procedures.
- Coordinate with vendors and internal departments to support timely purchasing and delivery of goods and services.
- Maintain purchasing records and assist with expenditure tracking and routine reporting.
- Support continuous improvement of purchasing workflows and administrative processes to promote efficiency and effective service.

Mail Room Operations

- Oversee mail room operations, including coordination of mail distribution, shipping, package receipt, and related support services.
- Help ensure timely and accurate delivery of internal and external correspondence across campus.
- Maintain mailroom procedures consistent with postal regulations and shipping requirements.
- Supervise assigned mail room staff and student workers, including scheduling, training, and day-to-day operational support.
- Monitor mail room supplies, equipment, and general operational needs.

Campus Store Management

- Oversee the day-to-day operations of the campus store, including merchandise ordering, inventory coordination, and point-of-sale activities.
- Monitor inventory levels and coordinate restocking of store merchandise and supplies.
- Supervise student workers assigned to the campus store, including scheduling, training, and daily operational guidance.
- Maintain accurate sales records and assist with reconciliation and routine operational reporting.
- Support a positive and customer-focused environment for students, faculty, staff, and visitors.

Administrative Support & Coordination

- Coordinate and support assigned operational and administrative activities within Administrative Services.
- Assist with training and day-to-day coordination of assigned staff and student workers.
- Maintain departmental records, documentation, and routine operational reports.
- Communicate and collaborate with campus departments and vendors to support purchasing and administrative processes.
- Assist with implementation of departmental procedures and operational improvements as assigned.
- Perform other related duties as assigned.

QUALIFICATIONS:

- Associate's degree in business administration, accounting, management, or a related field preferred; equivalent combination of education and experience considered.
- Minimum of 3–5 years of experience in purchasing, administrative support, office operations, or a related field.
- Prior supervisory or coordination experience preferred.
- Strong attention to detail, organization, and accuracy.
- Ability to manage multiple priorities and maintain effective working relationships with campus departments, vendors, and students.

- Familiarity with purchasing procedures, vendor coordination, and general office operations preferred.
- Experience supporting retail, customer service, or point-of-sale operations preferred.
- Effective written and verbal communication skills.
- Proficiency with Microsoft Office and other standard office, purchasing, or point-of-sale software systems.
- Ability to maintain confidentiality and exercise sound judgment in handling sensitive information.

WORKING CONDITIONS:

- Office environment with frequent interaction across departments and with external vendors.
- Occasional lifting or moving of packages, mail, or inventory items (generally up to 25 pounds).
- Some evening or weekend hours may be requested, based on availability, for events, deadlines, or store operations.

NOTE: Due to the driving/ travel requirements, this position is subject to the College's Motor Vehicle Use Policy and the employee will be required to sign a release for a Motor Vehicle Report upon hire. This release will remain in effect through the duration of employment unless revoked in writing. Motor Vehicle Report checks are conducted annually by the College.

Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each person's unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable opportunities to all future and current employees, including those belonging to groups that have been historically underrepresented in higher education.

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.