



Metropolitan Nashville Airport AuthoritySM

Purchasing Specialist

Assists with activities involved in the solicitation and purchase of goods and services in accordance with MNAA processes.

Prepare solicitation packages for annual contract goods/services (blanket orders) with the goal of getting the best value for dollars spent consistent with Authority needs and in accordance with best practices, good purchasing principles and ethical standards. Obtains quotes, bids and proposals and negotiate prices, terms, discounts, services, delivery and transportation with vendors as appropriate. Responsibility is primarily for goods/services with performance periods spanning multiple years. Evaluate quotes, bids and proposals, prepare award documents and process for appropriate signatures. Enter Blanket Order in ERP (AX) system.

Acts as backup and assistant for Specification Writer. Works with Specification Writer to issue solicitation packages for all MNAA departments to include, but not limited to, advertising solicitations, hosting meetings, preparing and issuing addenda, receiving submittals for solicitations, verifying information, forwarding to appropriate parties and posting documents and information to MNAA website and/or Aerobidz website. Researches the proper level of insurance needed for projects and secures the correct certificate of insurance from vendors and their insurance agents.

Serves as MNAA P-Card Coordinator. Responsible for administrative and managerial functions associated with the P-Card program including: distribute card policy to participating employees, train employees how to navigate and code their charges in the P-Card system, distribute new and replacement cards, collect and dispose of expired cards, answer general user questions regarding MNAA P-Card Policy, setup new user information in the P-Card system and order new cards for corresponding users. Review monthly card statements against cardholder receipts when Program Administrator is out. Serves as the system administrator for the ERX (AX) system within the purchasing department. Responsible for training all MNAA employees how to enter requisitions in and navigate the ERP (AX) system. Field daily user questions about the ERP (AX) system and troubleshoot user problems. Work with MNAA's Information Technology Department to report and solve issues within system. Serve as Purchasing contact (super user) for ERP Consultants as modifications are made to the ERP (AX) system.

Associate's degrees in a related field of study or three (3) years of equivalent work experience in procurement or an equivalent combination of education, training and experience. Knowledge of Purchasing processes and best practices. Purchasing certification(s) a plus. Five (5) years of Procurement experience is required. Experience in soliciting bids and proposals and the use of formal advertising for major items and services is desired. Experience in Microsoft Dynamics AX system or similar procurement system a plus.

Accepting applications through: Tuesday, December 27, 2016

Salary Range: \$38,511 - \$48,138

Work Schedule: Monday – Friday, 8 a.m. – 5 p.m.

For more information and to apply, visit: www.flynashville.com/careers.

A kiosk is available in the Human Resources Department located on the fourth floor of the terminal.

The Metropolitan Nashville Airport Authority is an Equal Opportunity Employer and Drug Free Workplace.

Human Resources, One Terminal Drive, Suite 501, Nashville, TN 37214 - (615) 275-1622

Hours: Monday – Friday, 8 a.m. – 5 p.m.

Employment with the Metropolitan Nashville Airport Authority is contingent upon the ability to be granted a security badge as mandated by the FAA. Post job offer background checks include an education/experience check, a medical physical exam, a drug screen, a motor vehicle report, a credit report and a fingerprint-based criminal history records check.