## **Company Overview**

The American Association of Motor Vehicle Administrators (AAMVA) is a nonprofit organization developing model programs in motor vehicle administration, law enforcement and highway safety. The association also serves as an information clearinghouse in these areas, and acts as the international spokesperson for these interests.

Founded in 1933, AAMVA represents the state and provincial officials in the United States and Canada who administer and enforce motor vehicle laws. AAMVA’s programs encourage uniformity and reciprocity among the states and provinces. The association also serves as a liaison with other levels of government and the private sector. Its development and research activities provide guidelines for more effective public service. AAMVA’s membership includes associations, organizations and businesses that share an interest in the association’s goals.

**Senior Manager Purchasing**

AAMVA is currently seeking a Senior Manager of Purchasing to join the finance team. Responsibilities include all aspects of the company’s procurement process. Professional procurement for a variety of materials, supplies, equipment and services, by providing guidance to the organization overall. Ensuring all procurements are made in accordance with the Federal and State laws, as well as, internal and external controls.

**Other duties and responsibilities include the following:**

* Responsible for the company’s strategic and managerial procurement process
* Experience with all contract types (FFP, T&M, CP, etc.), CO-Ops,sub-award, grants, required
* Experience with selecting and implementing purchasing systems
* Plans, organizes and directs the procurement programs for the company
* Ensures all policies and procedures are in compliance with the Federal Acquisition Regulations, OMB A-110 and other applicable regulations and laws
* Oversees all aspects of procurement for goods and services including materials, professional services and non-professional services
* Gathers feedback from various departments in order to determine best course of action to improve processes in purchasing
* Receive and review requisitions, specifications, scopes of work, and translate documents into the appropriate acquisition (RFP, IFB, RFQ) process
* Tabulate and analyze bids and proposals, determine appropriate bidder, refer to management for review, and award of contract
* Plans and incorporate changes required by legal developments and external supply market drivers  that can impact future business performance
* Confers with and advises departments heads regarding purchasing  requirements and schedule
* Prepares, Reviews and audits Purchase orders receipts; performs or assist in the performance of vendor evaluation of goods and service
* Meets with vendor salespersons to discuss products and services as needed;
* Prepares oral and written reports as required or when needed;  monitors and reports on appropriate department metrics to support company and takes action on metrics as needed

 **Requirements:**

* Bachelor’s degree in Business or Contracts Administration or related field required
* Ten (10) years of progressively responsible experience in procurement that included responsibility for administering major procurements involving contracts for services, small and large contracts
* Knowledge of federal purchasing regulations and federal procurement regulations desirable
* Ability to conduct research to identify and collect appropriate data; strong analytical skills required
* Ability to manage complex, contested contract negotiations, legal counsel and business leaders with minimal supervision
* Must be customer service focused with excellent listening and communication skills
* Proficient in all Microsoft Office suites
* Excellent communication and interpersonal skills with the ability to work cooperatively with all levels of employees, management & external agencies

**CERTIFICATIONS, LICENSES, REGISTRATIONS:** Certified Professional Public Buyer (CPPB), Virginia Contracting Officer (VCO), Certified Public Purchasing Officer (CPPO), Certified Purchasing Manager (CPM), Certified Professional Contracts Manager (CPCM) or other nationally recognized certification in the field of procurement is preferred.