Position: Supplier Data Associate, Procurement Services (Part-Time)

Context of the Job:

Under the general direction of the Supplier Data Manager, the Supplier Data Associate is responsible for verifying, onboarding, and maintaining supplier record data in the procurement transactional systems. The Supplier Data Associate hands simultaneous tasks and tight deadlines, possesses excellent communication skills, uses good professional judgement, and is extremely detail oriented. The position also supports the duties to be performed by the Director, Procurement Systems, as needed.

Major Responsibilities:

- Monitors UD substitute W9, Team Dynamics and other system queues for supplier onboarding requests to process in a timely manner, to help maintain a 3–5-day processing SLA.
- Utilizes multiple external databases and services to verify Tax ID, banking, and other supplier data to ensure the information being entered into the system is valid and documented and adheres to Procurement policies and processes.
- Identifies invalid form submission and corresponds with suppliers and department end-users to request corrected forms or further information when required.
- Coordinates with the Accounts Payable team when revised onboarding documents are required to facilitate voucher processing and payment.
- Assists in the ongoing maintenance of the UD online substitute W9 queue, clearing processed records to help the system run efficiently.
- Assists in the ongoing supplier data cleanup project.
- Other duties as assigned by the Associate Vice President, Chief Procurement Officer, or the Supplier Data Manager.

Qualifications:

- High School diploma/GED with five years related experience, or equivalent combination of education and experience.
- Must be able to be cleared by federal agencies to access the IRS TIN match system and other federal databases.
- Experience with purchasing, database coordination, systems, and customer interaction
- Ability to analyze and interpret data and make independent decisions and judgments.
- Familiarity with IRS tax forms, citizenship and immigration status guidelines, and other regulations related to processing supplier onboarding.
- Familiarity with domestic and foreign bank account number structures.
- Familiarity and sensitivity to cultural naming conventions to be able to properly onboard foreign individuals and other suppliers.
- Experience multi-tasking and balancing numerous projects to insure systematic completion.
- Intermediate computing skills, with ability to use advanced techniques in spreadsheet, database, and/or presentation software.
• Ability to interpret, adapt and apply policies and procedures in making decisions and confronting challenges.
• Working knowledge of information technology tools including Microsoft Office, and internet search engines.
• Knowledge of PeopleSoft Financials and Jaggaer desirable.
• Ability to communicate and interact effectively with people of all ages and diverse backgrounds, including internal faculty and staff as well as external suppliers.
• Demonstrates an understanding and consideration of the differing needs and concerns of individuals with varying identities, cultures, and backgrounds.
• Committed to fostering a workplace culture of belonging, where diversity is celebrated, and equity is a core value.

To Apply:

Please send your resume, references and a cover letter, to Krissy Hickman, Talent Acquisition Specialist, khickman@udel.edu.

This is a part-time, contracted position with no University of Delaware benefits. Hours range between 8:00 am and 4:30 pm, Monday-Friday.

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University's Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html