



Purchasing Analyst

Job Type: Full-time
Salary: \$42,000 – \$58,000 annually
Work Location: Kentucky Exposition Center, 937 Philips Lane, Louisville, KY 40209

Organizational Summary:

The Kentucky Exposition Center (KEC) and the Kentucky International Convention Center (KICC), collectively known as Kentucky Venues (KV), are committed to producing shows of public importance and supporting local, regional and international clients to execute successful and impactful events. KEC offers 1.2 million square feet of contiguous indoor exhibit space, 54 adaptable meeting rooms, two arenas and 300 acres of outdoor exhibit space, and KICC yields a multitude of eco-conscious designs, modern pre-function spaces featuring glass facades overlooking the cityscape and 200,000 square feet of Class A exhibit space. Kentucky Venues is governed by the Kentucky State Fair Board.

Employee Benefits:

Kentucky Venues offers extremely competitive benefits for eligible employees including: health, dental, vision and life insurance, paid personal and sick leave, pension and supplemental retirement, free parking, EAP and employee discounts.

Position Summary:

Responsible for assisting the procurement department lead, manage and coordinate administrative and procurement functions and ensure that the office runs smoothly, and procurement management is cost effective. Provide reports to management on a regular basis on the activities managed and cost cutting initiatives.

Essential Functions (must be able to execute with/without reasonable accommodation):

General duties performed to accomplish position objectives; inclusive of how and frequency of which they are performed.

- Review, Approve, Prepare, and Assist in writing specifications for Request for Proposal (RFP) and Request for Bid (RFB) documents.
- Assist with sourcing activities which may include obtaining written and verbal quotes, analyzing quotes, bid responses, and creating and maintaining appropriate records.
- Draft, review, interpret, and negotiate agreements, amendments, and extensions.
- Post solicitations to the eMARS (State Procurement System) website. Open solicitation responses, analyze responsiveness and award contracts from competitive sealed and non-competitive bids.
- Open solicitations, analyze responsiveness and award contracts from bids and proposals using the eMARS procurement system.
- Monitor master agreements, send renewal forms to vendors and agency representatives renew and modify agreements in eMARS procurement system.
- Review and approve purchase orders to make sure they are following the agency's procurement rules and regulations.
- Monitor purchase orders and ensure general ledger coding is listed and accurate.

Physical Requirements and working conditions.

- Often remains stationary within a workstation, operating a computer and a multi-line phone.
- Consistently communicates and interacts in-person and via voice call, video call, text, and email.
- Regularly operates office devices including calculators, telephones, copy/fax machines and printers.
- Regularly traverses facility space, including stairs, ramps, escalators/elevators, and heavily occupied spaces.
- Consistently functions effectively in moderate/high-pressure environment, according to a stringent schedule.
- Office and event facility settings with moderate/high noise levels
- Usual work hours are weekdays, but contingent upon sales calls and industry functions, work hours will include some evenings, weekends, and holidays; occasionally works more than 37.5hpw
- Limited exposure to hot/cold/humid climates and elements including livestock, hay, dirt/dust, and exhaust fumes.

Requirements for position (minimum Education Level, Years of Experience and Specialized Abilities):

Preferred or necessary based on position requirements and business necessity.

An equivalent combination of education and experience may be substituted.

- A minimum of four (4) years of procurement, bidding and evaluating bid responses is preferred.
- In-depth knowledge of preparing and reviewing contracts, invoicing, and negotiation terms.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, and Access)

To Apply:

Complete an application at kyvenues.com/apply and attach a letter of interest, résumé and professional references.

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