

OPEN POSITION

**Facilities and Purchasing Administrator
Facilities and Purchasing Department**

The American Mathematical Society (AMS), founded in 1888, is a non-profit membership organization that promotes interest and research in mathematics through its publications, meetings, programs, services, advocacy, and outreach activities. The AMS has 30,000 members worldwide and offices in Rhode Island, Michigan, and Washington, DC.

The AMS invites qualified candidates to apply for the position of Facilities and Purchasing Administrator in the Society's Providence, RI headquarters. This position will work closely with the Director of Facilities & Purchasing to coordinate a variety of duties related to the repair and maintenance of the facilities through the use of outside vendors, contractors and department staff. This position requires coordination, communication and follow-up with suppliers and management, as well as the accounting department. Provides excellent customer service and support to internal customers and to department team members.

Come and be part of an extraordinary team of talented staff in the Society's Facilities and Purchasing department.

RESPONSIBILITIES:

- Provide administrative support with the day-to-day management of two commercial facilities ensuring safe and efficient operations
- Prepare requests for proposals and negotiate with vendors
- Coordinate and schedule maintenance and capital improvement projects
- Prepare and process requisitions and purchase orders
- Reconcile invoices for supplies, services and utilities
- Maintain the society's Business Continuity Plan and handle administrative duties for the Business Continuity Team
- Maintain the department's Emergency Plan and assist with safety drills
- Assist with setup and preparation of management meetings, Agenda and Budget Committee/Executive Committee and Board of Trustees (ABC/ECBT) and other special events
- Provide assistance/coverage for others in the department to include lifting of boxes, moving of furniture and occasional clearing of snow from pathways and stairs when Maintenance Assistant is out of office

QUALIFICATIONS:

- Ability to work with a minimum of supervision (self-directed, can plan and organize own work)
- Ability to prioritize workload on a daily basis
- Ability to evaluate problems and develop solutions
- Ability to follow instructions, both written and oral
- Organized and detail-oriented with strong written, verbal and professional interpersonal communication skills
- Must be highly self-motivated, have an excellent work ethic, be flexible and a team player
- Knowledge of MS Office software and ability to learn the AMS purchasing and document management software systems

EDUCATION and/or EXPERIENCE:

- Associates degree and 3 years of commercial building maintenance experience or 5 years of commercial building maintenance experience. Facilities management experience preferred

The AMS offers excellent benefits including competitive salaries, health and dental, very generous retirement plan contributions and investment options through TIAA-CREF, flexible spending benefit, generous paid leave, paid life insurance, flexible work hours to help provide work/life balance, free parking, a casual and relaxed work environment, computing benefit, tuition assistance, professional development opportunities and much more.

To apply go to: https://workforcenow.adp.com/jobs/apply/posting.html?client=amsocie&jobId=37123&lang=en_US&source=CC3