



Job Description for:
Contract Data Associate/USDA Foods Administrator

Reports to: Vice President of Business Development and Contracting

Department Summary (Contracts):

The Contract Department is responsible for evaluating, negotiating and awarding products/services/equipment bids with an emphasis on the value to the HPS membership. The Contract Data Associate role within the Contracts Department includes the communication of all contract activities with business partners through the utilization of technology and other available resources. Solid relationship skills with Co-op Leadership, Manufacturers and Broker representatives a must.

Responsibilities:

- Positive impact on HPS Areas of Focus
- Promote teamwork by communicating with each other.
- Responsible for all dietary evaluations coming from the Contracts department.
- Prepare evaluation analysis for HPS Member Services Department.
- Support all leadership in various administrative duties
- Provide back up call support for the Contracts Department.
- Establish business relationships with HPS vendors.
- Provide Member, vendor and staff customer service.
- Report activities to Vice President of Business Development and Contracting on a regular basis.
- Work directly with Member Services Department on assigned projects.
- Promote teamwork by communicating with each other.
- Prepare bids and request for proposals through formal or written communications to vendors in the USDA Foods program.
- Acting as the commodity administrator, responsible for all aspects of the commodity program as assigned.
- Establish business relationships with Dietary manufacturers to create programs that benefit the HPS membership.
- Maintain and update HPS contracts and prices lists as necessary.
- Preparation, maintenance and ongoing development of boards or groups of Members as assigned in areas of responsibility (AOR).
- Adherence to all policies contained within the employee handbook
- Promote HPS contracts and Vendor Partners to Corporate Communication Department.
- Other duties as assigned by HPS management
- Required travel as defined by needs of department and/or HPS.

Specific Job Duties:

- Responsible for the day-to-day duties of the HPS Commodity Administrator, acting as a liaison between large customer groups and HPS.
- Deals directly with state departments, vendors and Members.
- Responsible for the HPS USDA Foods program, to increase the value to the HPS membership and communication to the HPS staff..
- Assist in development of presentation to Members.
- Prepare a quarterly report to Member Services Department and Agreement Department.
- Update HPS intranet/intranet on specified programs on a routine basis
- Create, proof, print and pdf agreements, price list and other related forms
- Maintain and update HPS contracts and prices lists as necessary.
- Place all legal notices for all USDA Foods Bids
- Attend GFS Food Shows determined by the manager.
- Attend Training and or State Conference pertinent to USDA Foods.
- Help in the preparation of Bids that come to the Member Development Team.

Vendor and Member Relations:

- Respond and be accountable to resolve Member/vendor contract questions.
- Perform both Member and potential Member product /price evaluations.
- Type letters and memos to vendors.
- Additional projects as assigned.
- Create bids, proposal documents and assist in preparing final value analysis to the USDA Foods Board meetings.

Contract Department Administration:

- Respond and be accountable to resolve HPS staff questions on contracts.
- Gain knowledge to navigate in HPS Database, the HPS Commodity Portal, HPSCAT and company websites.
- Attend requested interdepartmental meetings.

Member Services/Public Relations:

- Respond and be accountable to resolve contract questions.
- Assist Member Services with requested information, documentation, and Member requests.
- Submit contract updates/information to Corporate Communications for CO-OP based newsletter.

Authority:

- Update company indexes.
- Update USDA Foods Portal
- Assist management with business partner data requests and appointments.
- Sign letters on behalf of HPS, related to contracts.
- Management of company issued credit card.
- Manage a budget of job-related expenses for travel, and contact with Members and vendors.

Qualifications:

- Graduate of an accredited college with an Associates degree and/or knowledge of purchasing with 2 years experience in supply chain management, K12 supply chain a plus.
- Ability to investigate and negotiate opportunities to enhance the position of HPS.
- Knowledge of computer programs including Word, Excel, Access and Outlook.
- Excellent written and verbal communication skills required.
- Computer proficiency in Microsoft Office Suite software and the Internet.
- Personal Attributes to include attention to detail, ability to complete assigned tasks in a timely manner, demonstrate interpersonal skills and problem solving capabilities and should be a self-starter and able to function at times with limited supervision.

Disclaimer

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

(Updated 5/24/2022)