



JOB DESCRIPTION

Position Title	Department	Reports to
Contract Data Associate -	Contracting	Vice President of Contracting and New Business Development
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	February 1, 2024

DEPARTMENT SUMMARY

The Contracts Department is responsible for evaluating, negotiating and awarding products/services/equipment bids with an emphasis on the value to the HPS Membership.

POSITION SUMMARY

The Contract Data Associate- is responsible for the continual flow of evaluations and optimization of the HPS Program. This will require communication of all contract activities with HPS Staff, Members and business partners through the utilization of technology and other available resources. Solid relationship skills with manufacturers, and broker representatives are a must.

ESSENTIAL RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Perform Evaluation of current state to ensure value of HPS Contract offerings.
- Optimization of Contract offerings – Working with MedProcure and Members running reports and identifying areas where we can bring value to Members. Both project based and automated.
- Makes sure that evaluations never stop or slow down. With the goal of reducing turnaround time.
 - Need to determine how to handle the following in the normal business flow.
 - Rush jobs
 - Large multi contract evaluations – we are being asked to do the evaluation comparing it to a couple of HPS contracts.
- Responsible for the HPS Contract Audit Program.
- Responsible to increase the value to the HPS Membership and communication to the HPS staff, updating HPS web tools as needed.
- between large customer groups and HPS.
- Creates, proofs, maintains, and prints price list and other related forms.
- Assists in the preparation of bids that come to the Member Development Department.
- Responds to and is accountable for resolving Member/vendor contract questions and HPS staff questions on contracts.
- Stays abreast on knowledge to navigate in HPS Database, the HPS Commodity Portal, HPSCAT and company websites.
- Assists Member Services Department with requested information, documentation, and member requests.
- Responsible for all dietary evaluations coming from the Contracts Department.
- Prepares evaluation analysis for HPS Member Services Department.

- Prepares, maintains and contributes to ongoing development of boards or groups of Members as assigned in areas of responsibility (AOR).
- From time to time, this position may be asked to support our HPS USDA Foods program, including:
 - placing all legal notices for USDA Foods Bids.
 - acting as liaison with the state departments, vendors and members, developing presentations as needed.
 - attending trainings, GFS Food Shows, and State Conferences pertinent to USDA Foods.
 - performing the general duties of the HPS Commodity Administrator, acting as a liaison
 - creating bids and proposal documents and assisting in preparing final value analysis for vendors and for the USDA Foods Board meetings.
- Travels as needed.
- Other duties as assigned.

LEVEL OF AUTHORITY:

- Updates company indexes.
- Updates USDA Foods Portal.
- Assists management with business partner data requests and appointments.
- Signs letters on behalf of HPS, related to contracts.
- Manages a budget of job-related expenses for travel, and contact with Members and vendors.

EDUCATION & EXPERIENCE

- Associates degree required.
- 2 + years of experience in purchasing or supply chain management, K12 supply chain experience is a plus.
- Ability to investigate and negotiate opportunities to enhance the position of HPS.
- Proficient in Microsoft Office Suite.

COMPETENCIES

- **TEAMWORK:** Effectively interacts with people by being able to share and receive information that supports team goals.
- **CUSTOMER SERVICE:** A desire to serve others by focusing efforts on listening and responding effectively to questions, providing services, and evaluating customer satisfaction.
- **COMMUNICATION:** Ability to effectively receive and express ideas, both written and verbal; using clear and concise vocabulary and active listening skills.
- **DETAIL ORIENTATION:** Pay attention to detail, accuracy and completeness.
- **COMMUNICATION:** Ability to effectively receive and express ideas, both written and verbal; using clear and concise vocabulary and active listening skills.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Average Daily Physical Requirements	Frequency
Work in stationary position	Frequent
Move about work area	Occasional
Use hands/fingers to handle or feel	Frequent
Reach with hands and arms	Occasional
Climb (stairs/ladders) or balance	Never
Bend, stoop, kneel, crouch, or crawl	Never
Communicate with others	Frequent
Move objects up to 30 pounds	Occasional
Visual acuity	Frequent
Read and understand written word	Frequent
Drive or travel	Occasional
Operate computer and general office machines	Frequent
Operate machines or material handling equipment	Never
Work Environment	Office Setting

NOTE

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. HPS reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon HPS' at-will employment status.

COMPANY PROFILE

hpsgpo.com

Established in 1949, HPS is a group purchasing organization that provides competitive contracts/pricing on essentially everything our Members need to operate their organizations. Our Members have a direct impact on the communities they serve and are largely in the education, senior living and medical fields. In addition to our core contract offerings, we provide dealership pricing on furniture, finishes and equipment, which is complemented by interior design services.

Our mission is to help our Members realize their goals and financial objectives. This includes savings on cost of goods, reduced time staff needs for procurement, reduced transaction costs with prime vendor relationships, and expert knowledge on market costs and trends. Last fiscal year we grew to nearly 4,900 Members in 36 states and the District of Columbus. The volume through our contracts was more than \$1.1 billion last fiscal year; our membership grew by 2.5 new Members each business day last fiscal year.

HPS offers a competitive salary, bonuses and comprehensive benefits package.

Email your cover letter and resume to jobs@hpsgpo.com.