

## HPS

### Job Description for: Contract Analyst

#### Contract Department Summary

The Contracts Department is responsible for evaluating, negotiating and awarding products/services/equipment RFP's with an emphasis on the value to the HPS membership. The contract analyst 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 manufacturers and broker representatives a must.

#### Responsibilities

- Promote teamwork by communicating with each other.
- Establish business relationships with Dietary, MRO and Medical manufacturers to create programs that benefit the HPS membership.
- Assist in selecting products and services of value for the membership.
- Prepare bids, request for proposals and letters to vendors.
- Coordinate, attend and give reports to advisory committee meetings as requested.
- Establish business relationships with HPS' National Partners contract negotiators and vendors.
- Provide member, vendor and staff customer service.
- Report activities to supervisor on a regular basis.
- Work directly with Member Services Department on assigned projects.
- Promote HPS and its national partners/contracts to Corporate Communication Department.

#### 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.

#### Specific Job Duties

##### Contract Programs

- Responsible for the HPS Food Allowance Program, to increase the value to the HPS membership and communicate to the HPS staff.
- Gain and maintain a knowledge base of specified contract programs including new/changes/deletions.
- Identify top contracts (highest purchase volume) by class of trade.
- Know the process to achieve best price available (LOC, LOD, other forms).
- Make corrections on incomplete Letters of Commitment or Participation forms.
- 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 School food service Bids
- Update monthly milk price changes
- Responsible for the HPS Contract Audit program.
- Attend GFS Food shows determined by the VP of Contracting and New Business Development.
- Complete monthly Market Basket analysis of Healthcare, Education and College and University Food Programs.

## **Vendor and Member Relations**

- Respond and be accountable to resolve member/vendor contract questions.
- Perform both member and potential member product /price evaluations.
- Proof, scan and email LOCs for members to appropriate contact
- Type letters and memos to vendors.
- Create bids, proposal documents and assist in preparing final value analysis to the advisory committee meetings.
- Provide reports and presentations to advisory committees in conjunction with supervisor.

## **Contract Department Administration**

- Respond and be accountable to resolve HPS staff questions on contracts.
- Generate call reports in HPS database with contract information on specified programs.
- Gain knowledge to navigate in HPS Database, partner and company websites.
- Attend requested interdepartmental meetings.

## **Member Services / Public Relations**

- Respond and be accountable to resolve contract questions.
- Analyze members for compliance to specified programs.
- Assist Member Services with requested information, documentation, and member requests.
- Submit monthly contract updates/information to Corporate Communications for newsletter.

## **Authority**

- Resolve issues on HPS and National Partner programs as assigned.
- Update company indexes.
- Assist management with business partner data requests and appointments.
- Assist with negotiations of HPS contracts.
- Sign letters on behalf of HPS, related to contracts.

## **Qualifications**

- Graduate of an accredited college with a bachelor's degree and/or knowledge of purchasing with 4 years experience in supply chain management, with emphasis on Commercial Broadline Food industry.
- 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.
- 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.

If interested, send resume and cover letter to [jobs@hpsgpo.com](mailto:jobs@hpsgpo.com) with the job title as your subject. Visit [hpsgpo.com](http://hpsgpo.com) for more info about HPS.