



Supervisor of Procurement & Systems (full-time, \$58,000-\$65,000/year)

Schaumburg Park District

Contact Name: Alison Mielitz
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Closing Date:
Salary: \$58,000-\$65,000/year

Description:

WHY CHOOSE US: The Schaumburg Park District is an award-winning public agency that provides its 80,000 residents with a wide variety of recreational facilities, programs, events, parks and open spaces. We are proud to offer an extensive benefits package for employees. Our mission is to Take Time for Fun, for both our residents and our employees!

JOB SUMMARY: Under the direction of the Manager of Procurement, the Supervisor of Procurement & Systems provides administrative and systems-based support to procurement, inventory and work order software platforms District wide. They are responsible for maintaining and supporting the following software systems: ReQlogic and Brightly. In addition, they coordinate data management, reporting, vendor records and digital documentation for the Facilities department. They also support district-wide inventory control, uniform ordering, and central stores operations.

QUALIFICATIONS: Qualified applicants will have an Associate's Degree in Business Administration, Supply Chain, Information Systems, or another related field. Two (2) to four (4) years of administrative, procurement, inventory or data management experience preferred. Will consider an equivalent combination of relevant education, certifications, and experience. Valid Illinois driver's license required. Experience with CMMS, ERP, Brightly, ReQlogic or similar software preferred.

PAY, BENEFITS & WORK SCHEDULE: This is a full-time year-round exempt position. Target hiring range is \$58,000 - \$65,000 per year DOQ (depending on qualifications). Work schedule is generally Monday - Friday 7:45am-4:15pm, occasional nights and weekends may be required. Our full-time benefits package includes:

- **Free and/or discounted Park District classes, programs, events, and memberships for you and your family*! (*see definition*)**
- Medical Insurance
- Zero Card
- Dental Insurance
- Vision Insurance
- Prescription Insurance
- FSA Healthcare

- FSA Dependent Care
- FSA Commuter Benefit
- Basic Life Insurance
- Voluntary Life Insurance
- AFLAC Indemnity Plans
- IMRF Pension (Retirement, Disability, Life)
- 457 Retirement Plan (Nationwide)
- Paid Vacation, Personal Days, Floating Holidays, and Sick Time
- Employee Wellness Programs and Incentives
- Employee Recognition Programs
- Public Service Loan Forgiveness (PSLF) eligible employer

APPLY NOW!

Visit us at: <https://schaumburgparkdistrict.bamboohr.com/jobs/>

*** Position will be open until filled. ** Schaumburg Park District is an Equal Opportunity Employer. ***

Keywords:*Park, Parks, Recreation, Fun, Community, Sales, Manage, Manager, Supervise, Supervisor, Procurement, Ordering, Purchase Orders, Vendors, Inventory, Inventory Counts, ReQlogic, Brightly, Software, Systems, Systems Management, Business Administration, Supply Chain, Information Systems, CMMS, ERP, Data Management, Digital Documentation*