

Supplier Portal Administrator

WHO WE'RE LOOKING FOR

Got a knack for Computer Science? CapMetro has been waiting for you!

This position is responsible for coordinating and administering the vendor portal for CapMetro's Enterprise Resource Planning (ERP) system and maintaining supplier profile information as well as administering user accounts for supplier contacts.

WHAT YOU BRING

- Bachelor's degree in Computer Science or related field. Experience may substitute for education on a year for year basis for up to four (4) years.
- Three (3) years' experience with procurement and purchasing software programs managing data for the vendors and contracts. Transit purchasing and Oracle Cloud experience is preferred.
- Proficiency in MS Office applications.
- Demonstrated exceptional user experience with Microsoft Word and Excel.
- Oracle Cloud supply module experience is preferred.

Knowledge, Skills, and Abilities

- Ability to maintain a large workload in a fast-paced environment while working on multiple tasks.
- Work with minimal supervision, set priorities on work items, and adhere to a schedule.
- Establish and maintain effective working relationships.
- Possess effective communication skills and excellent written and verbal skills
- Ability to work within established deadlines, organize large amounts of data, and maintain accurate logs and records.
- Excellent organization, analytical, and communication skills in order to effectively communicate technical information to a non-technical audience.
- Can make group presentations and facilitate learning for employees with diverse jobs, education, and learning styles.
- Ability to be self-motivated and seek opportunities for continuous improvement of skills and processes.

WHAT'S IN IT FOR YOU

- Work with a diverse, collaborative and energetic workforce whose focus is to bring innovation into the industry and how we serve our customers and team members.
- Utilize our free and reduced fare transit service to get to the office and then plan to hit the gym (for free) and work with our onsite trainers, before heading back home.
- If you have children between the ages of 6 months and 6 years old, enroll them in the onsite award-winning Child Care and Learning Center.
- ...and much more!

WHAT YOU SHOULD KNOW

Capital Metro is deeply committed to building a workplace where inclusion is not only valued but prioritized. We are proud to be an equal opportunity employer and committed to creating a welcoming and diverse environment. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, pregnancy, age, or any other protected

characteristic as outlined by federal, state or local laws. Capital Metro makes hiring decisions based solely on qualifications, merit, and organization needs at the time.

SALARY COMMENSURATE WITH EXPERIENCE

For more information and to apply, visit:

<https://capmetro.csod.com/ux/ats/careersite/1/home/requisition/437?c=capmetro>