Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by the Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges’ (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association’s New Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Higher Education Center.

The College is currently searching for an experienced full-time Manager of Purchasing Services. Reporting to the Director of Contracts & Procurement Services, the Manager of Purchasing Services will manage bidding process and contracts for vendor performance/compliance within established limits for the purpose of securing items and/or services within budget and in compliance with regulatory requirements, manage functions as assigned related to the purchase of equipment, supplies and services for the College for the purpose of ensuring compliance with State and Federal regulations and GASB accounting procedures. The Manager of Purchasing Services compiles data from a wide variety of sources and/or monitoring purchasing processes. The Manager of Purchasing Services will oversee required purchasing processes for the purpose of acquiring necessary resources to support the college’s operation. The Manager of Purchasing Services participates in divisional meetings, in-service training, workshops, for the purpose of conveying and/or gathering information required to perform job functions. Processes purchasing-related information for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices. Researches contracts, suppliers, equipment and regulations, including evaluation of new products for the purpose of analyzing information to determine product and/or service need and availability as necessary. Responds to inquiries from a variety of internal and external sources for the purpose of providing information, direction and/or appropriate referrals. The Manager of Purchasing Services will serve as the liaison with vendors or the purpose of monitoring and consolidation of orders for better management of expenses. The Manager of Purchasing Services works with construction or operations personnel to ensure that furnishings, equipment, supplies, etc. are in place in accordance with construction timelines and within budget. Maintains and updates the purchasing manual and portal. Assists and trains staff with requisition and purchase orders. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit. Must maintain confidentiality.

Associate degree in job related area and experience within specialized field is required; certified Purchasing Manager preferred. Will be required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; purchasing and financial management; and developing effective working relationships. Will be required to perform basic math, including calculations using fractions, percent, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent codes, policies, regulations and/or laws; Federal and State purchasing regulations; education codes; and complex purchasing work in compliance with State and Federal regulations; GASB accounting procedures; and county ordinances and procedures.

To Apply: Send letter of application, résumé, salary requirements and names/contact information of three professional references.

Department of Human Resources
81 Sip Avenue, Mezzanine Level
Jersey City, NJ 07306
E-mail: Resumes@hccc.edu
Fax: (201) 714-2509

For additional information and employment opportunities at HCCC, please visit:

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.
HCCC IS AN EEO/AA EMPLOYER