



NOW HIRING FOR A Procurement and Reporting Professional

This position performs all aspects of the purchasing and vendor management process for business units and performs quarterly and annual regulatory reporting activities. This includes collaborating with business units to identify purchasing needs, researching vendors, competitive bidding/RFP, vendor assessments and vetting, contract negotiations, issue purchaser orders, monitor vendor invoices and payments, and monitor vendor performance.

What qualifications are needed?

- Bachelor's degree preferred. High school diploma or its equivalent is required.
- One to three years of procurement or related experience is preferred.
- Ability to effectively work independently and in groups.
- Protect business records created or used in business processes to ensure availability, confidentiality, integrity; and the retention and destruction of such as specified by relevant policies.
- Must be capable of operating all types of office equipment including computer, copy machine, fax, and telephone.

ABOUT US

FHLBank Topeka's products and services help our member financial institutions support affordable housing and community development efforts across the Midwest.

We have been headquartered in Topeka, Kansas, since 1932.

FHLBank is an equal opportunity employer. We accept all people, celebrate diversity and promote an inclusive workplace.

Benefits: FHLBank offers a hybrid operating model* and an attractive benefits package including health & dental insurance, 401(k) with company match, a short-term incentive plan, student loan repayment assistance, onsite fitness center with shower facilities and much more.

**Eligible positions may have the opportunity to work remotely up to two days per week.*

Find more details & apply online: fhlbtopeka.com/careers

