

Procurement Officer

Main duties:

- Provide general supervision to all staff in purchasing activities including planning, directing, and coordinating the purchasing activities for the organization
- Development and implementation of new contract management system; monitor renewal dates and correspond with staff
- Initiate strategic procurement planning
- Review, revise, and maintain procurement policies and procedures
- Develop and conduct procurement training programs for staff related to procurement
- Review major purchases and contracts to ensure compliance and identify opportunities for improvement
- Serve as the lead for gathering responses, answering questions, and providing updates for the Request for Proposal (RFP) process
- Maintain the integrity of the public procurement process
- Research and identify potential sources for procurement of goods and services

Desirable Credentials and Qualifications:

- Bachelor's degree from an accredited college or university in business, public administration, business law, finance, or closely related field
- Minimum three (3) years progressively responsible experience in governmental or other public sector purchasing
- Knowledge of modern principles and practices of governmental procurement and supply-chain management
- Knowledge of laws, policies and procedures governing public procurement
- Ability to develop effective and cooperative working relationships with other departments, employees, suppliers and other public agencies
- Ability to coordinate, manage, problem solve, strategize, schedule, analyze, and plan
- Ability to use judgement and initiative in making recommendations and resolving problems that are highly complex and sensitive in nature
- Ability to effectively communicate orally and in writing to all levels of the organization. This includes the ability to convey complex and technical subjects in a clear, concise and positive manner
- Ability to adhere to and maintain a consistent level of confidentiality and impartiality during the procurement process and as dictated by quiet period provisions.

Benefits:

- Insurance benefits, including medical, vision and dental
- Participation in SURS retirement plan
- Paid vacation, sick leave and 11 paid holidays
- Business casual attire

Apply for this Position

Applicants should submit a completed [SURS application](#) [1], current resume, and a dated cover letter to humanresources@surs.org [2]. This position is subject to a background check as terms of hire.

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Links

[1] <http://surs.com/sites/default/files/pdfsx/EmploymentApplication.pdf>

[2] <mailto:humanresources@surs.org>

[3] <http://surs.com/tags/jobs>