



## PROCUREMENT SPECIALIST

Regular/Salary/Exempt Service

BHJC – Procurement Specialist, Memphis, TN, US

<b>SUMMARY OF POSITION FUNCTIONS:</b>
Responsible for the procurement of equipment, supplies, services, and vendor contracts in compliance with government, center and corporate policy.
<b>MAJOR DUTIES AND RESPONSIBILITIES:</b>
<ul style="list-style-type: none"> <li>• Procures supplies, equipment, services and vendor contracts in compliance with government and corporate policy.</li> <li>• Prepares all purchase orders for food, supplies, services and vendor contracts.</li> <li>• Prepares supporting documentation for submittal to the Contracting Officer for proposals, leases and other procurement actions that require Contracting Officer’s approval.</li> <li>• Reviews and administers all contracts, subcontracts, leases/rental agreements.</li> <li>• Prepares specifications/bids; solicits bids and quotations in compliance with corporate and FAR regulations.</li> <li>• Establishes and maintains records of purchase requisitions, solicitations and awards.</li> <li>• Adheres to the goals established in the Minority and Small Business Subcontracting Plan and promotes purchases from these vendors.</li> </ul>
<b>Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.</b>
<b>SKILLS/COMPETENCIES:</b>
<ul style="list-style-type: none"> <li>• Skilled in the use of computerized purchasing systems</li> <li>• Working knowledge of federal, state and government procurement practices</li> <li>• Proven ability to negotiate contracts and maintain vendor relations</li> <li>• Proven ability to plan and manage projects</li> <li>• Demonstrated ability to meet deadlines and schedules</li> <li>• Demonstrated effective written and verbal communication skills; excellent customer service skills</li> <li>• Demonstrated ability to manage frequent interruptions and changing priorities.</li> <li>• Proficient in the use of computer software such as Microsoft Word, Excel, Power Point and Outlook</li> </ul>
<b>EDUCATION REQUIREMENTS:</b>
<ul style="list-style-type: none"> <li>• Post-secondary degree. A combination of education and experience may substitute for formal education on a year-for-year basis.</li> </ul>
<b>EXPERIENCE:</b>
<ul style="list-style-type: none"> <li>• 1 year of experience in work related field.</li> </ul>
<b>OTHER:</b>
<ul style="list-style-type: none"> <li>• Must possess a valid driver’s license with an acceptable driving record.</li> </ul>

*ETR is an equal opportunity employer and, as such, hires individuals solely on the basis of their qualifications and ability to best meet the needs of the organization and our operations.*

*Minorities/Females/Veterans/ Disability*

*Be advised, background and drug screens are required for all positions*

*The Center currently operates under strict CDC COVID-19 protocol*