

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the State. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking a full-time Procurement Specialist position. The Oklahoma Department of Commerce offers a comprehensive [benefits packet](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit options and allowances, [click here](#). The annual salary for this position is up to \$57,000, based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources to Human Resources. [Apply online](#) or send documents via e-mail to recruiter@okcommerce.gov.

Review of applications will begin immediately. **The deadline to apply is Tuesday, January 25, 2022.**

POSITION:	Procurement Specialist
DIVISION:	Financial Services
OFFICE LOCATION:	Oklahoma City
SALARY:	\$47,000 - \$57,000
JOB NUMBER:	J-747

JOB DESCRIPTION & FUNCTIONS:

The Procurement Specialist is responsible for performing work involving the procurement of products and services for the Oklahoma Department of Commerce. This includes receiving internal acquisition requests for products and services, coordinating with requestors to develop a clear understanding of their requirements and timeline, verifying the availability of funding, determining the method of acquisition and issuing purchase orders.

The position is accountable for independently completing a variety of required actions within the competitive contracting process to ensure the procurement of required products and services are in compliance with the state's Central Purchasing Act and related rules and regulations.

RESPONSIBILITIES:

- Prepares purchase order and procurement documents; maintains procurement files within the rules and guidelines of the Central Purchasing Act, OMES, Construction and Properties Rules and Commerce.
- Completes all procurement data entry to ensure OMES payment guidelines are met and Agency funding is properly assigned.
- Processes purchase order and contract change orders; resolves vendor disputes, including those related to the shipment of incorrect items and/or incomplete services.



- Completes routine acquisitions utilizing an Agency purchase card for transactions; adheres to P-Card rules and documentation requirements while maintaining awareness of current usage restrictions and regulatory guidelines.
- Performs monthly P-Card transaction reporting.
- Responds to inquiries from employees and vendors regarding purchases.
- Advises and educates Agency personnel on laws, regulations and Agency policy related to procurement.
- Stays current and follows all state rules and regulations pertaining to purchasing and financial management.
- Assists in the development and implementation of new processes and procedures to enhance the workflow of the division and Agency.
- Performs other work as required and assigned.

KNOWLEDGE AND SKILLS:

The successful candidate must be self-directed. The candidate must also possess strong analytical, technical, interpersonal and organizational skills. Excellent attention to detail and accuracy are required. In addition, superior customer relations skills are required.

Must be an effective communicator, with strong verbal and written communication skills, and possess the ability to think and work independently, and as part of a team. The ability to work under pressure and meet deadlines is required.

Must have high initiative and the ability to express ideas clearly and concisely. Must possess problem-solving skills and the capability to handle multiple requests simultaneously.

The position requires a general knowledge of accepted accounting practices and principles. A demonstrated skill in coordinating the work of separate units and divisions is desirable. Experience as a purchasing agent or buyer is also desirable.

EDUCATION AND EXPERIENCE:

A bachelor's degree in accounting, finance or business is preferred, or a minimum of 5 years of experience in a related field will be required. New college graduates, with a desire to learn, will also be considered.

A proficiency in Excel and the capacity to develop detailed charts and reports is required.

Official Certified Procurement Officer (CPO) recognition is not immediately required, but will be mandatory within the first year of employment.

Preference may be given to candidates with experience in state government procurement, solicitations, requisitions, PeopleSoft and/or the state purchasing card (P-Card) system.

AA/EOE

