

Assistant Agency Purchasing Officer

This position is responsible for providing overall support to the Agency Purchasing Officer (“APO”) regarding procurement and related contract activities in accordance with Illinois law and Authority policies and procedures.

Education & Experience Requirements:

Bachelor’s degree or equivalent experience. Minimum of 2 years purchasing experience, preferably with government procurement. Experience with IT related procurements preferred. Strong prioritization, organizational and communication (oral and written) skills. . Proficient computer skills, including Microsoft Word, Excel and SharePoint. Ability to work independently and meet time-sensitive deadlines. Understanding of the Illinois Procurement Code, 30 ILCS 500 and other applicable law and state procurement policies preferred.

Excellent benefits package, including 401 (k); immediate vesting.

To apply, submit resume to:

https://workforcenow.adp.com/jobs/apply/posting.html?client=ihda&jobId=189779&lang=en_US&source=CC2

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