

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.

Responsibilities include providing support to the APO on all aspects of the Authority’s Small Purchases Procedures (for non-IT related procurements) including, but not limited to, working directly with departments to draft requests for quotes, soliciting quotes from vendors, completing small business waiver requests, and working with the State procurement professionals on any necessary approvals; input and track requisitions and purchase orders; providing support to the APO in complex procurement activities, as needed, including but not limited to the drafting of specifications, evaluation, award, contracting and documentation; working in appropriate state systems including but not limited to the Illinois Procurement Bulletin, the Illinois Procurement Gateway, and BidBuy.

Qualifications:

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, please submit your resume to:

https://workforcenow.adp.com/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&jobId=207004&lang=en_US&source=CC2&cclId=19000101_000001

EOE