

## Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

The Department of Transportation (TDOT) has close to 4,100 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT's headquarters is located in downtown Nashville.

## What we do:

The Tennessee Department of Transportation (TDOT) provides citizens and travelers of Tennessee with one of the best transportation systems in the country.

**For more information on this division, please see link below:**

[Procurement and Contracts Division \(tn.gov\)](https://www.tn.gov/procurement-and-contracts-division)



### Procurement Officer

Procurement and Contracts Division

TDOT Region 4

\$3,053.00 - \$3,969.00/month

### Overview

The Tennessee Department of Transportation is currently hiring three full-time **Procurement Officer** professionals for West Tennessee. These positions will be located in Carroll County (McKenzie), Madison County (Jackson), and Shelby County (Arlington).

These positions will support procurement operations including traditional procurement, maintenance management, and inventory and asset management. This role will assess all informal purchases within the district, advise in the development of solicitation documents, and account for inventory leaving and coming into the garages using inventory systems.

The Procurement and Contracts division provides oversight for all TDOT purchasing, procurement, and contracting within the authority of the Central Procurement office. This division ensures employees understand the policy and procedure on procurement, validates standard operating procedures through quality assurance, and utilizes contract management.

### Responsibilities

- Support District or Region with purchase for maintenance management repairs, inventory items, overhead items, and operation needs
- Processing of requisitions, purchase orders, receipts, and vouchers
- Coordinate and manage all informal bid purchases processed by researching market sources and suppliers to locate the most cost effective and competitive pricing for the purchase of supplies and services
- Provide guidance on all emergency purchases and maintains accurate record of procurement file
- Assist in maintaining compliance in all purchasing efforts
- Support personnel with all procurement contracts or vendor related needs
- Establish and maintain inventory minimums/maximums
- Partner with Finance on purchasing, budget, inventory, and maintenance management

### Qualifications

- Bachelor's degree and one (1) year of experience in procurement, OR
- Associate degree and three (3) years of experience in procurement, OR
- High school degree and five (5) years of experience in procurement

#### Special skills, knowledge or experience required or desired

- Experience with Oracle ERP or similar purchasing system
- Strong organizational and communication skills
- Experience using Microsoft tools such Word and Excel

**Applications must be submitted online in order to be considered for the position.**

Interested applications should apply online at: <https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>

Questions? Email [TDOT.Careers@tn.gov](mailto:TDOT.Careers@tn.gov)