

Trans Program Supervisor

Procurement

Summary: Procurement Coordinator will organize and coordinate activities related to Procurement events and contract management to ensure excellent customer service, efficient and timely contract and document processing and compliance within Procurement and Contracts Division (PCD). This role will assist with the development of all statewide low-bid and qualification-based solicitations. The Procurement Coordinator is to use tools such as Share Point, Edison queries, Form Stack and process mapping to store and make information readily available for internal and external customers to reference and for collaboration.

Duties and Responsibilities:

1. Identify and prepare the correct endorsement forms for contract and solicitation approvals.
2. Route documents internally for signature and/or ensure appropriate electronic workflow to capture all necessary approvals.
3. Audit, collect and maintain required contract attestation documents.
4. Assist in the development of scope and specifications for Procurement events.
5. Enter contracts in Edison and follow up on any missing data or approval bottle necks.
6. Answer inquiries from internal customers about how to use SWCs, how perform functions Edison, make contract line corrections, and other procurement related general questions.
7. Assign agency tracking numbers to procurement documents.
8. Prepare and submit request documents into the e-Form process.
9. Coordinate vendor oral presentations for RFIs.
10. Work with the Central Procurement Office to post RFIs and associated amendments and documents to the State website.
11. Develop and maintain effective ways to enhance collaboration and information sharing through software applications such as Share Point.
12. Support in the adoption and/or drafting and tracking new policies and standard operation procedures by interacting with the core leadership.
13. Monitor and track all projects by ensuring the core leadership revisits all actionable requirements for each project by completing milestones.
14. Prepare weekly reports on contract and solicitation status to the TM1.
15. Remain knowledgeable on procurement, contracts, and Edison by attending training events.
16. Implement procedural and policy changes to improve operational efficiency.
17. Assist, as requested, in the development of training and standardization materials for the division.

18. Assist with gathering Fiscal Review packet documents.

Minimum Job Requirements

1. Prefer three years minimum experience in procurement and/or contracts for Tennessee Government.
2. Prefer three years minimum experience with Edison, especially with the FSCM module.
3. Proven office management, administrative or administrative assistant experience.
4. Ability to multi-task while prioritizing and having sound time management skills in order to sustain daily operations.
5. Strong organizational and planning skills
6. Strong clerical skills with the use of latest software applications such as: Microsoft Outlook, Power Point, Excel, and Share Point.
7. Knowledge of business management principles

Knowledge, Skills and Abilities Required

1. Communication skills
2. Analysis and Assessment
3. Time Management
4. Attention to Detail
5. Initiative
6. Integrity
7. Teamwork
8. Developing Standards
9. Continuous Improvement mindset