

Now Hiring: Procurement Officer 1

To Qualify:

- Bachelor's degree, OR
- Associate degree and two (2) years of experience in procurement, OR
- High school degree and four (4) 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

Overview of Position

The Department of Transportation is currently hiring a full-time Procurement Officer 1 position for our **Regional Garage in Hamilton County**. The Procurement and Contracts division provides oversight for all TDOT purchasing, procurement, and contracting within the Central Procurement office.

This role will assess all informal purchases within the Regional Garage, advise in the development of solicitation documents, and account for inventory.

About TDOT

The Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT consistently wins awards for its projects, highway design and innovative approach to transportation. Since 1998, Tennessee was voted as having one of the top five highway systems in the country by a national trade magazine.

To be considered for the Procurement Officer position, you will have to apply on the official state of Tennessee application site:



<https://www.tn.gov/tdot/human-resources/home/tdot-careers.html>

**Questions? Email
TDOT.Careers@tn.gov**