

Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking.

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.



Procurement Officer 1

Procurement and Contracts Division

TDOT Region 4

Compensation: \$3,542.00 - \$4,425.00/month

Job Overview

The Tennessee Department of Transportation is currently hiring a full-time Procurement Officer 1 professional for our Region 4 Garage in Shelby County. This position will support procurement operations including traditional procurement, maintenance management, and inventory and asset management. This role will assess all informal purchases within the Regional Garage, advise in the development of solicitation documents, and account for inventory.

The Tennessee Department of Transportation is currently hiring a full-time Procurement Officer 1 position for our Regional Garage in Shelby County.

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

Essential Job Responsibilities

Performs purchases for all Region 4 District Garages for application, inventory, shop-related items, and operation needs in compliance with all state purchasing procedures, policies and laws.

Performs bid processes by locating and evaluating parts/items required for garage and operations applications as directed and in compliance with all state purchasing procedures, policies and laws.

Processes requisitions, purchase orders, receipts, and vouchers by utilizing appropriate state computer database system for the purchasing process and in compliance with all state purchasing procedures, policies and laws.

Receives, issues, and performs reconciliation of inventory items in a district/region stockroom. Supervises the Regional Garage Stockroom and the employees that operate it.

Qualifications

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

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

Questions? Email
TDOT.Careers@tn.gov