**Datrose is seeking a Procurement Officer for a temporary assignment (W2 Only) opportunity in Charlotte, NC!**

**This is an excellent opportunity for the right individual. If interested in exploring this great opportunity, please apply directly at www.datrose.com/careers.**

**Veterans are encouraged to apply.**

Our Clients Procurement team is seeking a Procurement Officer. This position is responsible for performing all aspects of formal and informal procurement and contracting activities related to the acquisition of technology, services, goods, commodities, and equipment for the Client. Ensures the application of state and local guidelines and statutes, as well as best business practices in order to protect the integrity of the procurement process while also serving the needs of the customer. Seeks to utilize economies of scale in order to maximize the ability to command the best services, the best prices, and the most cost effective, value-added solution for each customer. Requires in-depth knowledge and hands-on experience with commodities, equipment, services and technology related procurement and contracting activities. Requires working knowledge of local, state, federal and cooperative procurement exemption and contracting methodologies. Requires a bachelor’s degree from an accredited college or university and a minimum of five to seven years of work experience in purchasing a variety of products, services, equipment, materials and supplies. Preferred candidate will be a highly motivated, seasoned professional able to function with minimal supervision and across multiple procurement disciplines, in partnership with all levels of the organization.

Candidates with previous purchasing experience with a government entity, especially a transit department and/or technology specific purchasing experience are highly desired. Candidates may be asked to submit samples of previous work products, including Requests for Proposals, Invitations to Bid, Contracts, or other professional documentation. Professional certification(s) (i.e. C.C.M., CLGPO, C.P.M, CPPO, and CPPB) is strongly desired.

**Job Description:**

Responsibilities:

* Performs all levels of purchasing and contracting activities associated with requests for commodities, services, and technology;
* Provides daily and strategic consultation in order to facilitate procurement and contracting decisions, as well as project planning services, the development of requirements, technical specifications and scopes of service for all related projects;
* Performs all procurement efforts utilizing statutory guidelines, policies and procedures, and best business practices;
* Interfaces at all organizational levels to accomplish Clients procurement and contracting objectives with the goal of optimizing procurement challenges, implementing process improvements, initiating cost savings measures, and securing best value products, solutions, and relationships;
* Manages and coordinates all purchase and/or contracting requests through formal or informal processes as required, to include requesting quotes and soliciting informal or formal bids and/or proposals;
* Develops solicitation documents to include Requests For Proposals (RFP), Requests For Information (RFI) and Requests For Qualification (RFQ), Invitations to Bid (ITB), and other solicitation documents as required;
* Performs in-depth research, fact finding, informal requests for information and other due diligence as may be required to support project requirements and contracting strategies;
* Coordinates and facilitates all project meetings, helps prepare evaluation criteria and processes, advises project teams on acceptable processes and coordinates other formalized process activities required to complete a project;
* Performs all formal bid statute guided processes such as advertisement, schedule and addenda posting, bid opening, evaluation, tab preparation, and notification of award;
* Appropriately applies activities and requirements to federal, state, cooperative, piggyback, and other exempted procurement methodologies and opportunities;
* Sources all potential vendors by utilizing all available means (internet and web posting, legal advertisement in newspapers, newsletter posting, bid/vendor lists, specialized data searches) to make vendors or service providers aware of purchasing and contracting opportunities;
* Prepares Client Council Requests for Council documents required for award, attends Council meetings for or with requesting departments as official procurement representative;
* Coordinates all post-solicitation activities to include vendor notification, and debriefing, as well as managing all protest issues;
* Develops and negotiates all contracts, service level agreements, professional services agreements, master services agreements, Memoranda of Understand (MOU), Memoranda of Agreement (MOA), interlocal agreements, amendments, addenda, extensions, letters of cure and default, and all other official contractual documentation as may be required;
* Identifies potential risk areas and devises solutions for risk mitigation by developing a collaborative relationship with City Legal, Risk Management, Internal Audit and other peripheral departments and major stakeholders;
* Develops and implements systems and procedures which ensure contractor performance in accordance with contract terms, conditions, and specifications and provides for the equitable settlement of contract issues/disputes;
* Represents requesting customer department in all dispute resolutions and works to ensure a strong contractually-guided professional business relationship with all vendors, contractors, service providers, subcontractors, and consultants;
* Acts as a liaison between internal customers and service providers and contractors to ensure best value contracts to achieve win/win relationships;
* Performs secondary contract administration, monitoring and reporting as may be required;
* Takes an active role in applying new, creative technologies, trends, and efforts (E- Procurement, Cooperative Purchasing) to Clients procurements with the goal of keeping these entities at the forefront of best practices;
* Interfaces with the Clients CBI Program to ensure participation and inclusion of small businesses in contracting opportunities while also supporting the program where appropriate in outreach and networking activities;
* Performs related duties as required in support of general and specific procurement activities.

**Datrose is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, pregnancy, status as a parent, age, protected veteran status, family medical history or genetic information, political affiliation, status as a qualified individual with disability, or other non-merit based factors.**

**Authorization to work in the U.S. is a precondition of employment. Datrose does not sponsor employment visas.**