

DGS Procurement Support Team Lead

JOB SUMMARY

The Procurement Support Team Lead oversees the office support operations and activities for the central procurement office. In addition, the Procurement Team Lead provides direction, training, and guidance to Procurement Support Assistants across the procurement organization. The Procurement Team Lead is a member of the procurement management team and may provide recommendations and expertise on department –wide decisions and initiatives.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

Under the direction of the Procurement Deputy Chief Procurement Officer:

1. Supervises, evaluates, and provides professional guidance to Procurement Support Assistants across the procurement organization.
2. Manages and oversees back office operations for the central procurement organization, including maintaining filing systems and file rooms, staffing office reception, providing basic customer support to internal and external stakeholders, fulfilling public information requests, processing all purchasing for the division and other necessary office management duties..
3. Ensures the clerical and office support responsibilities within the procurement organization are conducted efficiently and effectively.
4. Possesses and applies expert customer service and organization skills.
5. Develops and tracks administrative team performance (e.g., number of public information requests fulfilled, purchasing process time, customer feedback/surveys). Maintains documentation on progress and results achieved.
6. Maintains current knowledge of the procurement field by conducting appropriate research of trade journals, internet resources, and communicating with peers and other experts as appropriate.
7. Interprets and ensures compliance with applicable laws, rules, regulations, policies procedures, and ethical standards for management staff.
8. Builds and manages business relationships with the CPO Leadership Team, key vendors and top management across the State.

MINIMUM QUALIFICATIONS

Associates degree from an accredited college or university AND 2 years of experience providing administrative support duties, of which 1 year must be in a management capacity

OR

4 years of experience providing administrative assistant duties in the private or public sector, of which 1 year must be in a management capacity

PREFERRED QUALIFICATIONS

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- Leadership within a professional office environment, ideally related to public or private procurement.
- Experience using an enterprise procurement system (e.g. PeopleSoft) to process procurement activities.
- Proven experience to influence, collaborate and motivate teams and individuals through organization change and new demands.
- Superior organization, managerial and problem solving and negotiation skills.

ADDITIONAL INFORMATION

To apply, please submit a cover letter, resume, and salary requirements to Chris.Yarbrough@tn.gov

****Requests for ADA accommodation should be directed to the Human Resources Office @ 615-532-9050.***

****The State of Tennessee is an Equal Opportunity Employer.***