

Procurement Technology Consultant

The Mississippi Department of Information Technology Services (ITS) is the catalyst for effective planning, deployment, and operation of innovative technologies for Mississippi State Government. ITS forms dynamic partnerships with our customers and the private sector to optimize the use of available resources for enhanced delivery of government services.

Procurement Technology Consultants manage the procurement and contracting process for state government information technology purchases. This role lends itself to an administrative or business background with strong attention to detail and an interest in technology. This is administrative work, but the subject matter of this work is always technology. This position requires the ability to multi-task and balance multiple projects while managing and meeting deadlines. Organization is key in the procurement process. Strong interpersonal skills and experience in customer service lay a solid foundation when working with customer agencies and vendors throughout the procurement process. Candidates should be open to feedback and edits during the quality assurance process and should also be able to learn and follow state procurement guidelines and policies.

Desired skills include:

- Strong organization in order to meet deadlines and manage multiple projects at one time;
- Technical writing ability and attention to detail for creating and editing procurement documents including formal contracts;
- Interest in technology and eagerness to learn more about technology;
- Customer Service mindset with strong interpersonal skills in interacting with customers, vendors, and the Quality Assurance Team;
- A proactive attitude and the ability to research and gather information independently;
- Interest in IT project management, analysis/requirements definition, and/or technical specification research;
- Ability to work within outlined standards, policies, and statute;
- Ability to quickly and efficiently manage multiple tasks and projects in a fast-paced, dynamic environment;
- Ability to work effectively with clients and vendors to plan, develop schedules, analyze, evaluate, implement and/or manage IT projects; and

Must have strong oral and written communication, customer service, and time management skills. Must have strong presentation skills. Must be able to work effectively with a team to accomplish team projects and solve technical problems. Must be able to work within outlined standards and deadlines. Must have user-level skills with Microsoft Office Suite products, including Word, Excel, and PowerPoint.

Additional Information

- Flexible Schedules
- Remote Work Policy for Eligible Employees
- Benefits: Health, Life, Dental, Vision, and other supplemental policies available
- Paid State Holidays
- Paid Personal and Medical Leave
- State Retirement Plan (PERS)
- Employee Assistance Program (EAP)

Interested applicants should email their resume to recruiting@its.ms.gov and **include the position title in the email subject line.**