

Job Description

Statewide Procurement Analyst I

The Mississippi Department of Information Technology Services (ITS) is seeking qualified persons to fill the role of a Statewide Procurement Analyst I (Technology Consultant). 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.

Key Responsibilities

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

Required Skills

- 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.

Qualifications

Qualified persons should have a bachelor's degree and 0-2 years of experience

Benefits:

- Insurance: Health, Life, Dental, Vision, other supplementals.
- Paid Time Off/Holidays
- Retirement Plan
- Employee Assistance Program
- Remote Work Policy for eligible employees

Job Type: Full-Time (8 AM to 5 PM, Monday-Friday)

Salary: \$47,425.15 - \$64,735.33 per year

Interested applicants should email their resume or a State of Mississippi Application to recruiting@its.ms.gov and include the position title in the email's Subject Line.