

Procurement Compliance Specialist
Nashville, TN / Davidson County
\$47,496 / year
Hybrid Work Schedule

How you will make a difference in this role:

As the Procurement Compliance Specialist, you will be responsible for executing compliance audits based on procurement laws, policies, and procedures, as well as established agency procurement performance benchmarks. The Procurement Compliance Specialist must quickly develop a strong understanding of all procurement methods, procedures and activities, compliance standards and criteria, and must be able to use the available procurement data tools to carry out the compliance audits. In addition, the Procurement Compliance Specialist compiles comprehensive reports of audit findings for the Team Lead and Department Director.

This position reports to the Procurement Compliance Team Lead. The position has a hybrid work schedule with a monthly starting salary is \$3,958 (determined by experience). The State of Tennessee offers a comprehensive benefits package, including 401K, free parking, hybrid remote schedules, insurance, paid time off, and paid sick time. More information regarding benefits can be found at www.tn.gov/hr/employees1/benefits.html. Qualified candidates should submit a resume and letter of interest to DGS.Recruiting@tn.gov. The position will be posted until filled.

Examples of Duties and Responsibilities:

- Audits procurements conducted within agency delegated authority, purchasing card utilization, and compliance monitoring with term contracts, as well as other audit criteria prescribed by the Team Lead and Department Director.
- Possesses and demonstrates a strong knowledge of policies, procedures, and execution strategies for multiple solicitation methods, including Request for Proposal, Invitation to Bid, Multi-step Bidding, Competitive Negotiation, and Informal Bid.
- Conducts audits by analyzing data reports and conducting on-site agency visits.
- Prepares timely and comprehensive audit findings reports within established templates.
- Analyzes audit findings and recommends next steps for improved agency procurement performance.
- Works closely with other central procurement teams in support of compliance audit activities.
- Builds and manages positive business relationships with agency procurement staff and central procurement training specialists to understand training goals and performance expectations.

Requirements:

- Completion of a four-year bachelor's degree from an accredited college or university; or experience performing procurement, contract, compliance, or quality assurance activities can substitute for a degree of up to four years



Department of

General Services

- Proficiency with Microsoft Office, specifically with Excel
- Developed organization and analytical skills
- Excellent presentation, verbal, and written communication skills

Preferred by not required:

- Experience within a compliance or quality assurance program
- Demonstrated skills using Oracle, PeopleSoft 9.2, or other enterprise procurement systems
- Thorough understanding of public sector procurement practices and processes

To apply:

Qualified candidates should submit a resume and letter of interest to
DGS.Recruiting@tn.gov.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status, or any other category protected by state and/or federal civil rights laws.