

## Procurement Specialist

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$28.50 to \$33.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is currently working with a client seeking a Procurement Specialist in Upper Marlboro, MD. This Procurement Specialist will support the centralized procurement functions of a school system. The work involves collaboration with school administrators and office/division account managers. The incumbent of this position is responsible for the procurement of goods and/or services at a competitive rate and suitable quality. If you are looking to gain experience as a Procurement Specialist, apply today.

### Responsibilities:

- Solicits, evaluates, negotiates and awards contracts
- Administers and executes personal service contracts, non-personal service contracts and formally advertised and negotiated procurement involving a wide range of materials, services and equipment;
- Prepares contract termination files for use in contracts;
- Establishes acquisition plans, milestones and acquisition strategies;
- Responds to requests, inquires and complaints in both oral and written form with a high level of professionalism;
- Researches and recommends improvements to the procurement process ;
- Performs other duties as assigned.

### Requirements

- Knowledge of contracting laws and policies, including techniques of contracting operations, procedures of departments contracting requirements, and familiarity with the practices of business and industry;
- Experience in performing market research, reviewing specifications and statements of work and approving acquisitions and milestone plans;
- Ability to effectively communicate orally and in writing, including the ability to convey subjects in a clear, concise and positive manner;
- Superior interpersonal skills, including the ability to interact in a professional manner with senior level administration and teammates during periods of high demand and tight deadlines; ability to thrive in a fast-paced environment is essential; and
- Ability to think analytically and problem solve to assess opportunities for improvement, identify and consider potential solutions, and make timely recommendations.

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Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**

