



JOB ANNOUNCEMENT

POSITION: Contract Specialist
DIVISION: Finance
FLSA: Exempt
SALARY: To Be Determined

POSTED: October 7, 2019
APPLICATION DEADLINE: Until Filled

SUMMARY:

We are looking for an adaptable, dependable, and self-motivated individual to be able to consistently deliver quality work products to join the PWSA as an integral part of the Procurement Team. The Contract Specialist will be responsible for the procurement of materials and services and assisting in the preparation and execution of bid solicitations and contracts.

DUTIES:

- Assure timely and accurate processing of procurement requests, develop and/or review specifications, prepare and execute informal and formal bid solicitations
- Finalize agreements in collaboration with the customer and appropriate internal departments
- Coordinate and facilitate pre-solicitation conferences, bid openings, and other related meetings
- Analyze and evaluate responses to solicitations for conformance to procurement requirements and the Authority's goals.
- Using best practice professional communication skills, prepare materials for and clearly and effectively communicate standard operating procedures and other information to internal and external audiences, customer groups, and management
- Finalize agreements in collaboration with the customer and appropriate internal departments
- Other duties as assigned in support of the procurement department

KNOWLEDGE/ABILITIES:

Knowledge of standard public procurement guidelines. Strong analytical skills. Ability to organize thoughts and present them in a clear and logical manner, both orally and in writing. Ability to organize data, establish and maintain records, and prepare accurate reports and correspondence utilizing Microsoft Office products. Ability to establish and maintain cooperative and constructive working relationships with supervisors, associates, and the public.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Required: Bachelor's degree in supply chain management, business or a related field
- Minimum of five years of experience in procurement
- Experience using purchasing functions within an ERP system such as Microsoft Dynamics GP, Oracle, SAP, etc.
- Ability to identify opportunities for process improvement and communicate ideas to leadership

GENERAL REQUIREMENTS:

Applicants must become domiciled within the City of Pittsburgh at time of appointment and remain domiciled within the City of Pittsburgh throughout employment with the PWSA. Verification of City domicile is required at time of appointment. Applicants must present a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License prior to appointment. A valid driver's license must be maintained throughout employment.

PHYSICAL DEMANDS:

The physical demands described here are those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATIONS: Submit resume and cover letter via first class mail to: The Pittsburgh Water and Sewer Authority, Human Resources Section, Penn Liberty Plaza I, 1200 Penn Avenue, Pittsburgh, PA 15222 or via email to: HR@pgh2o.com.

An Equal Opportunity Employer

The PWSA does not discriminate against anyone based on race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state or local law.