



Michael Watson
SECRETARY OF STATE

**Secretary of State's Office
Finance and Administrative Services Division
Procurement and Contract Officer**

- Responsible for purchasing materials, supplies, services and equipment for agency including creating and publishing requests for quote, invitations for bid, and requests for proposals.
- Source goods or services via state contract and open market.
- Serves and liaison between agency, contractors and various boards for contract creation, review/approval and execution.
- Coordinate with agency staff and vendors as needed for moving services.
- Communicate with vendors as needed.
- Create purchase orders in MAGIC related to procurement
- Upload contracts in MAGIC related to procurement.
- Review and monitor contracts for expiration, renewals, expenditures on a monthly basis.
- Administer agency procurement card program.
- Stay up to date with procurement laws and regulations.
- Work with control agencies to resolve any issues with procurement actions.
- Review agency travel card and usage monthly.
- Serve as back up for agency fleet
- Serve as back up for agency travel coordinator
- Serve as agency property coordinator for fixed assets that are not IT related.
- Other duties as assigned.

Requirements:

- Working knowledge of Microsoft Office Products (Word, Excel, PowerPoint) required.
- Strong attention to detail and advanced analytical skills.
- Typically requires a Bachelors Degree and 4-5 years of experience and/or appropriate certification.
- Preferred candidate will have demonstrated knowledge of MAGIC ECC and SRM processes.