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Senior Procurement Specialist

The University of Texas Rio Grande Valley is recruiting for the position of Senior Procurement Specialist in Edinburg, TX.

To provide advanced professional advisory and technical skills necessary in the procurement process to acquire supplies, equipment, and services required by the institution in compliance with all applicable laws, rules, regulations, policies, and procedures. Primarily responsible for performing various tasks related to the Procurement Cycle, from procurement planning through order fulfillment for complex procurements, including institutional master supply/service agreements and licensing and leasing agreements. Assist in the operational planning and administration of an assigned service area(s).

Education Required for Position: bachelor's degree in business administration or a related field from an accredited University.

License/Certification: Attainment of Professional Procurement Certification within 18 months of hire.

Experience Required for Position: Three (3) years of purchasing experience.

Preferred: Purchasing experience in a state agency, school, or University. Knowledge of State Purchasing Policies and Guidelines. Experience in the Implementation of Procurement software experience, including ERP systems. Experience with State Reporting (Legislative Budget Board) and HUB Program.

Other Requirements: Use of standard office equipment Proficiency in procurement-related software, such as JAGGAER – eProcurement Platform, CONCUR + (Travel Management System), and Bonfire Sourcing Software.

Applicants should complete and submit their job application via <https://careers.utrgv.edu/>. You can also mail your resume referencing Job Code SRGV6674 to Anjelica Hinojosa after completing your application on the university careers website at 1201 W. University Dr., Edinburg, TX 78539.

Note: These positions are security-sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.

UTRGV is an EEO/AA Employer