

Job Description

Job Title: Procurement Analyst
Reports To: Lead – Governance Programs
Department: Organizational Business Programs
Division: Governance Office

Pay Range: 6
FLSA Status: Exempt

SUMMARY: This position supports procurement and vendor management activities ensuring compliance with OPERS Procurement and Vendor Management policies. The role works closely with vendors, internal stakeholders, and Legal for contract administration and vendor oversight activities. This position exercises independent judgment in procurement decisions to ensure timely, accurate, and compliant service delivery.

ESSENTIAL FUNCTIONS:

1. Analyzes business requirements and determines appropriate procurement strategies in compliance with procurement and vendor management policies.
2. Manages the end-to-end procurement process, quotes, Request for Information (RFIs), Request for Proposal (RFPs), and single source justifications.
3. Ensures procurement activities, documentation, and decisions meet policy, regulatory, and audit requirements.
4. Coordinates contract lifecycle activities, including negotiation support, execution, renewals, and issue resolution in partnership with Legal and stakeholders.
5. Maintains procurement and vendor records, ensuring accuracy, accessibility, and timely tracking of obligations and renewals.
6. Facilitates vendor onboarding and due diligence processes, including documentation review and risk classification support.
7. Monitors vendor compliance against policy requirements, escalating risks and recommending corrective actions as needed.
8. Serves as a resource to internal stakeholders by providing guidance and training on procurement policies, processes, and best practices.
9. Identifies and implements process improvements to enhance procurement efficiency, compliance, and service delivery.
10. Develops and delivers training programs and communication materials to increase awareness, understanding, and adherence to governance processes and requirements.
11. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM ESSENTIAL FUNCTIONS*

Education

• High school diploma or GED	• ☒ Required
• Bachelor's degree	• ☒ Required ☐ Preferred

☒ Direct relevant experience can be substituted for education (if applicable)

- 4 years of related experience in addition to the requirements in the Experience section below

Qualifications

• Working knowledge of purchasing or procurement processes	• ☒ Required ☐ Preferred
--	---

• Strong customer service skills	• ☒ Required ☐ Preferred
• Strong organizational skills and time management with attention to detail and accuracy in documentation and data management	• ☒ Required ☐ Preferred
• Effective written and verbal communication skills	• ☒ Required ☐ Preferred
• Ability to work independently and in group settings	• ☒ Required ☐ Preferred
• Effective negotiation and influencing skills	• ☒ Required ☐ Preferred
• Ability to problem solve	• ☒ Required ☐ Preferred
• Proficient analytical and problem-solving skills with the ability to evaluate purchasing options and vendor proposals	• ☒ Required ☐ Preferred
• Strong organizational and time management skills	• ☒ Required ☐ Preferred

Experience

• 5 years in purchasing environment or 5 years' OPERS work experience	• ☒ Required ☐ Preferred
• Experience supporting procurement transactions from initiation through completion	• ☒ Required ☐ Preferred
• Advanced knowledge of Microsoft Office Products (MS Outlook, Word, Excel)	• ☒ Required ☐ Preferred
• Experience working with vendors to obtain pricing, confirm order details, and resolve routine issues	• ☒ Required ☒ Preferred
• Experience with eProcurement software	• ☐ Required ☒ Preferred
• Experience in a public sector, government, or regulated environment	• ☐ Required ☒ Preferred

Certifications/Licenses

• Professional procurement certification(s), such as Certified Procurement Professional (CPP), MCIPS, ISM certifications (e.g., CPSM), CVME, or other recognized procurement and supply chain credentials.	• ☐ Required ☒ Preferred
--	---

Physical Requirements* (if applicable)

• Select Physical Requirement
• Other:

***Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.**
If repetitive physical movement is required to perform the essential functions of the position, please discuss with HR

DISCLAIMER: The above statements are not intended to be construed as an exhaustive list of all duties, skills and responsibilities required.