



Procurement Manager

Overview

Great Parks of Hamilton County is accepting applications for a Procurement Manager based out of Winton Centre in Winton Woods Park. This position oversees the procurement of, and procures a large and varied range of supplies, equipment, and non-personal services in support of Great Parks' master plan, strategic plan, policies and requirements.

Job Skills / Requirements

Assists with preparation of formal and informal bids, Request for Bids (RFBs), Request for Quote/Qualifications (RFQs), Request for Information (RFIs) and Request for Proposals (RFPs); ensure all applicable legal and contractual provisions are met; may direct and participate in solicitation, evaluation and award of bids; conduct pre-bid briefings as needed; perform or assist other divisions in the performance of price/cost analysis; negotiate contract provisions; prepare specifications as... [\[more\]](#)

Qualifications

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is:

Bachelor's Degree in Business or related field supplemented by 5 years of progressive responsibility in purchasing, contracts and procurement (government experience preferred) or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

License & Certification Requirements

State Motor Vehicle Operator's License that meets GPHC current carrier guidelines.

Benefits

Medical Insurance, Life Insurance, Dental Insurance, Vision Insurance, Paid Vacation, Paid Sick Days, Paid Holidays, Pension/Retirement

Screening Requirements:

Motor Vehicle, Criminal Background Check

Starting salary range \$20.34-\$25.42/ hr

Deadline to apply: 11:59pm on Thursday 11/15/2018