

## JOB DESCRIPTION

Job Title: Procurement Consultant (Public/Government)  
Job Type: Independent Contractor (Full and Part-Time Available)  
Job Location: Various throughout Michigan

## SUMMARY

As a Procurement Consultant with Procurement Consulting Group, you'll assist with the buying process for public entities (counties, cities, public schools, etc.) that have contracted through the Michigan Association of Counties Service Corporation (MACSC) for procurement assistance. This is an independent and interactive role, working with a variety of public entity stakeholders in all facets of the procurement process. Much of the work can be accomplished off-site with a flexible schedule. We're looking for people with drive, strong ambition, and the ability to work independently and with self-direction.

## PRIMARY DUTIES AND RESPONSIBILITIES DUTUES

Under the general direction of the Project Manager, the Procurement Consultant procures routine, non-routine and complex goods and services through competitive and non-competitive solicitation processes.

- Work closely with public entity stakeholders to perform strategic sourcing activities.
- Develop and issue RFI's, RFP's, and Invitations to Bid.
- Assist public entity stakeholders with negotiations of contract pricing and terms.
- Review contracts, pricing, purchase orders, and service levels.
- Interview stakeholders and buyers/owners of services.
- Interview key users to develop specifications and work statements.
- Maintain and help build supplier relationships.
- Participate in the vendor selection process. Compares costs and evaluates the quality and suitability of supplies, materials and equipment.
- Work with public entity partners to ensure for timely request or delivery of products or services from external vendors.
- Resolve solicitation and contract issues cooperative with public entity stakeholders.
- Ensure that public entity processes, policies and guidelines are adhered to.
- Provide consulting/mentoring to business partners on all phases of the procurement process.
- Independent judgment is used in all areas of responsibility, keeping the public entity department and division priorities in mind.
- Other duties include ability to lead, oversee sourcing initiatives, implement new sources & metrics to measure outcomes, and provide overview and direction of projects. Other relevant essential functions may be required.



## COMPETENCIES

To perform the job successfully, the contractor should be able to work independently, at times remotely, and demonstrate the following competencies:

Analytical - Collects, researches, and analyzes data/information skillfully.

Problem Solving - Identifies and resolves problems in a timely manner. Make decisions related to procurement matters based upon acceptable purchasing practices/legal requirements, while including the appropriate stakeholders in the decision-making process.

Project Management – Understands and responds promptly to customer needs. Completes work correctly and in a timely manner.

Oral & Written Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well/clearly to questions; demonstrates presentation skills in meetings. Writes clearly and informatively; able to read and interpret written information.

Adaptability - Manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events; prioritizes and balances multiple projects; identifies potential conflicts that affect commitments.

Confidentiality - Maintains confidentiality, where appropriate.

Teamwork & Customer Respect - Shares expertise with others; works well within cross-functional teams; contributes to building a positive team/customer relationship. Treats all people with dignity and respect; listens to others' opinions without interrupting; approaches others in a tactful manner.

Computer Skills – Demonstrates knowledge of word processing and spreadsheet software (such as Microsoft Office); internet and email applications (both computer and mobile); scanning and saving documents in PDF format, ERP systems and shared drives.

## EDUCATION/EXPERIENCE

Bachelor degree from an accredited college or university, preferred.

Three (3) years of full-time public buyer experience.

Interested candidates may forward their resume to [wolford@macservcorp.com](mailto:wolford@macservcorp.com) or [saites@macservcorp.com](mailto:saites@macservcorp.com)