

PROCUREMENT SPECIALIST

PROCUREMENT

Description: Performs specialized procurement duties with an understanding of the provisions of the South Carolina Procurement Code as well as Lander policies and procedures in support of the strategic goals of the University.

Minimum Requirements: high school diploma and relevant work experience in a procurement setting. Strong Microsoft Office experience required. A bachelor's degree may be substituted for work experience. Must have strong skills in providing excellent customer service and demonstrate strong ethics. A valid driver's license and safe driving history are required.

Knowledge, Skills and Abilities: Must have ability to understand University policy and demonstrate professional standards. Ability to communicate effectively and to analyze and evaluate procurement situations.

Hire Range: \$32,686- \$ 42,000 annually

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5 hours per week.

To include some nights and weekends

Class Code: AC10 – **State Title:** Procurement Specialist I

Position #: – **Band:** 04

Search openings at careers.sc.gov

**View Lander's
Fringe Benefits**



Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



Lander University is committed to equal opportunity employment and being an employer of choice. Lander believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Lander as an educational institution and within the community, region, and state. Moreover, Lander is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of Lander that it will not discriminate based on race, color, religion, sex, national origin, age, disability or other protected characteristics.