

# Job Summary: IT Procurement Specialist

Order Number: **NJ0796503**

Date Job Order Received: **07/28/2011**

Number of Openings: **1**

Company Name: **NJ Department of the Treasury**

Job Title: **Procurement Specialist**

Minimum Experience Required: **2 years**

## **Job Description:**

The NJ Department of the Treasury, Division of Purchase & Property seeks a procurement specialist to join the Information Technology Buying team who can perform professional work of some difficulty, including specification development, bid preparation, evaluation, recommendation, quality assurance and execution of contract awards in a central computerized procurement environment. Note: Candidates seeking to join the Information Technology Buying Team should have an IT background and have an understanding of computers, networks, systems, and architecture. EDUCATION: This position requires a Bachelor's degree, and two (2) years of experience in the purchase of commodities, materials, equipment and/or supplies is required. Applicants who do not possess the required education may substitute additional experience as indicates below on a year-for-year basis with (30) semester hour credits being equal to one (1) year of experience. If you are qualified and interested in this position, please send your resume and cover letter (e-mail preferred) no later than August 30, 2011. NJ Department of the Treasury Office of Human Resources 50 West State Street, 2nd. Floor P.O. Box 210 Trenton, NJ 08625-0210 Attn: Linda Price, Supervisor-Employment Unit. (E-mail: [HumanResources@Treas.State.NJ.us](mailto:HumanResources@Treas.State.NJ.us)) (Please use IT Procurement Specialist in the subject line) New Jersey is an equal opportunity employer.

Job Location: **Trenton, New Jersey**

Pay: **Starting pay not specified.**

Benefits: **Not mentioned.**

Hours per Week: **35**

Duration: **Full Time, Over 150 Days**

Work Days: **Monday thru Friday**

Shift: **First (Day)**

Public Transportation: **Public Transportation is not available.**

Minimum Education Required: **Bachelor's Degree**

Driver Licenses, Including Endorsements: **No Driver License requirements specified.**

How to Apply: **To apply, contact the employer by email: [humanresources@treas.state.nj.us](mailto:humanresources@treas.state.nj.us)**