

# PROCUREMENT SPECIALIST I

Finance | Purchasing



## JOB RESPONSIBILITIES

The Terrebonne Parish Consolidated Government's Procurement Specialist I is responsible for the processing of extensive purchasing documents and transactions, maintaining and organizing purchasing records, sorting and distributing mail, answering phones, and greeting visitors.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Monday to Friday

#### SHIFT

8 a.m. to 4:30 p.m.

#### LOCATION

301 Plant Road

#### REPORTS TO

Purchasing Manager

#### PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

#### WORK ENVIRONMENT

Indoors with occasional warehouse work including exposure to noise, heat, cold, and dust.

Frequent interactions with members of the public.

#### EMERGENCY EVENTS

Not required to work during emergency events.

#### REQUIREMENTS

Valid Louisiana Driver's License

In this role, the incumbents' responsibilities includes collecting and inputting data, filing records, delivering paperwork, retrieving information for division personnel, and performing daily data entry such as typing, scanning, and paperwork processing.

### JOB DUTIES

- Process documents or transactions following established procedures, including entering information into the Accounting System.
- Organize and maintain processed documents and records for easy access and generate reports in line with standard operating procedures.
- Sort, stamp, and distribute incoming and outgoing mail according to established guidelines.
- Answer phone calls, take messages, and direct calls to the appropriate personnel.
- Greet visitors and direct them to the relevant staff member.
- Collect data as directed and input it into the required format, ensuring compliance with established guidelines.
- File records, such as bid files and scanned documents, as needed.
- Perform additional duties as requested, including assisting with surplus attic/outdoor tasks.
- Deliver paperwork to Finance in a timely manner.
- Retrieve information for division personnel when required.
- Maintain regular data entry, typing, scanning, filing, and paperwork processing on a daily basis.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

## SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to manage administrative tasks efficiently, ensuring smooth workflow and timely completion of duties while maintain a positive and professional work environment.
- **Time Management:** ability to prioritize tasks based on urgency and importance, troubleshoot any issues with paperwork or systems, and ensure that records are kept accurate and up-to-date.
- **Analytical Skills:** Ability to assess and organize information accurately, identify patterns or discrepancies in data, and efficiently process documents.
- **Communication Skills:** Strong communication skills to interact clearly and professionally with co-workers, managers, visitors, and general public.
- **Organizational Skills:** Strong ability to maintain and organize records, files, and documents for easy access and retrieval.
- **Technical Skills:** Proficient with Microsoft Office (Word, Excel, Outlook), AS/400
- **Qualifications:**
  - High school diploma or GED certification required.
  - A minimum of two (2) years of experience in public purchasing preferred.

