Procurement Analyst

Full-time, regular, exempt position

The University of Maine System is seeking to fill a position as Procurement Analyst within Strategic Sourcing. The Data Analyst reports directly to the Strategic Sourcing Director and is responsible for conducting analyses and creating reports for Strategic Sourcing Division. The Data Analyst will research, interpret, analyze and translate spend and savings information in different formats to accommodate a variety of Sourcing needs based on Strategic Procurement goals and requirements including, but not limited to, RFP analysis and cost savings models. The work location may be on the campus of the University of Maine, University of Maine at Augusta or University of Southern Maine in Gorham. A complete job description is linked here.

Competencies:
- **Accountability**: Assures that effective controls are developed and maintained to ensure the integrity of the department.
- **Problem Solving**: Identifies and analyzes problems; distinguishes between relevant and irrelevant information to make logical recommendations.
- **Interpersonal Skills**: Considers and responds appropriately to the expressed needs of people within and external to the department.
- **Strategic Thinking**: Formulates effective strategies consistent with the department goals and objectives.
- **Creativity/Innovation**: Develops new insights into situations; applies innovative solutions to make departmental improvements.

**Required Qualifications**:
- Bachelor’s degree or equivalent combination of relevant work experience and education
- Proficiency in Microsoft Office suite with strong competency in excel
- Minimum of 2 years’ experience preparing analysis based spreadsheets

**Preferred Qualifications**:
- Professional procurement certification such as C.P.M or CPCM
- MBA
- Demonstrated experience with total cost modeling and related financial analytical techniques utilizing data analytics tools in access and excel programs
- Professional experience in a higher education institution

The salary range is low to mid $30s and will be based on the qualifications and experience of the successful applicant. Benefits include medical, retirement and tuition waiver programs. The UMS is a recipient of the Wellness Councils of America’s Well Workplace Award and offers wellness programs.

The position is open until filled; however applications received after the first screening date on March 20, 2015 will be considered at the discretion of the university. To apply, send a complete application packet consisting of a cover letter addressing your experience as it relates to the competencies and the requirements of this position along with a resume and contact information for three references to: Data
Analyst Search, Office of Human Resources, 16 Central Street, Bangor, ME 04401 or e-mail to umsjobs@maine.edu referencing job code 35-08-15. Only complete applications will be considered.

Applicable background checks required.

*The University of Maine System is an EEO/AA employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.*