

**SOUTHWESTERN VIRGINIA TRANSIT MANAGEMENT COMPANY  
POSITION JOB DESCRIPTION**

**Position: PROCUREMENT SPECIALIST**

**Department: PROCUREMENT**

**Reports to: DIRECTOR OF PROCUREMENT**

**Position Status: NON-EXEMPT**

**Date: Updated 6/11/2026**

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**Position Summary**

The Procurement Specialist supports the company in the acquisition of goods and services that support major capital projects, as well as internal purchases. This role ensures compliance with all federal, state, local and FTA regulations and guidelines. This position will collaborate with all internal departments and external vendors to deliver timely, compliant procurement solutions by providing support to help in the development of scopes of work and project specifications.

**Essential Responsibilities and Duties**

- Process purchase orders, ensuring accuracy, compliance, and timely submission
- Assists Director of Procurement in research, evaluation, and communication with vendors to obtain pricing, availability, and delivery information
- Assists Director of Procurement in executing the full lifecycle for capital-funded purchases, including developing specifications, assisting with solicitations (RFPs/RFQs/IFBs), evaluating bids, and preparing accurate procurement documentation
- Assists in reviewing supplier quotes and comparing costs to support cost-effective purchasing decisions
- Works with Director of Procurement on contract modifications, change orders, renewals, and amendments in support of compliance documentation
- Assists in coordinating with stakeholders, vendor teams, and planning staff to translate capital project requirements into clear procurement documents
- Support procurement activities for large-scale capital projects such as fleet replacement, facility upgrades, infrastructure improvements, and technology modernization
- Support month-end processes, including invoice reconciliation, documentation review, invoice discrepancies
- Helps in preparing and maintaining documentation for audits, grant reporting, and project close-out packages
- Conduct supplier outreach and encourage vendor participation, including DBE (Disadvantages Business Enterprise) engagement
- Identify opportunities to improve procurement efficiency and cost control
- Provide general administrative support to the Director of Procurement as needed
- Assist in project due diligence such as gathering Scope of Work details from stakeholders and/or subject matter experts

**Supervisory Responsibilities**

- None

## **Qualifications**

- Previous experience in purchasing, procurement, supply chain, or a related administrative role preferred
- Strong organizational skills with the ability to manage multiple tasks and deadlines
- Excellent attention to detail and accuracy in data entry and documentation
- Effective communication skills for interacting with vendors and internal teams
- Ability to work in a team environment
- Proficiency with Microsoft Office (Excel, Word) and purchasing or ERP software such as Microsoft Business Central D365
- Strong network folder and file management a plus
- Ability to work independently and adapt quickly in a fast-paced environment

## **Education and/or Experience**

- Associate's degree in business, finance, or related field
- Minimum of 1-year procurement or related experience and/or training
- Experience working in a public agency or transit environment is a plus
- Knowledge of public procurement regulations is strongly preferred
- An equivalent combination of education and experience will be considered

## **Certificates, Licenses, and/or Registrations**

- VA Driver license required
- NIGP, VCA, VCO or other relevant procurement/supply chain certifications and/or FTA-related procurement training is desirable

## **Physical Demands**

- Regularly receive purchased office supplies requiring lifting and carrying of packages and/or boxes
- Regularly required to complete forms, type on the computer, review files, count supplies, and compare product details
- Must be able to effectively use a computer by typing and reading words on the screen
- Must be able to sit or stand for an extended period of time
- Must be able to use a hand trolley to move bus parts and other purchases weighing up to 50 pounds
- May require occasional local travel for procurement-related meetings and events

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

## **Work Environment**

The work conditions are those associated with a climate-controlled office environment with a desk, computer, file cabinets, cubicle, and shared office spaces.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

## **Hours**

This position is a 40 hour a week, full-time position. Hours are M-F, 9:00am to 6:00pm with a 1-hour lunch break.