

IT Purchasing Lead

The role of the IT Purchasing Lead is to provide leadership in Information Technology and across the IHDA organization for certain technology-related purchasing activities and to be the primary point of interface between the Authority's Agency Procurement Officer (the "APO"), Legal, and the IT department. This role will provide expert IT knowledge and organizational assistance and coordination to technology-related IHDA purchasing activities in support of purchase order processing, liaising with internal and external personnel regarding invoice queries and co-ordination of third party purchase orders. This role will work closely with the APO and the attorney tasked with preparing, examining, analyzing, negotiating, and revising contracts that involve the purchase or sale of technology-related goods and services such as equipment, materials, supplies, or products.

Bachelor's degree or equivalent experience required; a master's degree in business preferred. Expert knowledge of technology-related procurement best practices. Experience building a procurement-related organizational capability highly desired. Knowledge of IHDA programs desired. Minimum of 5 years leadership in negotiating and delivering IT contracts and procurements, preferably with State or Illinois government agencies. Strong prioritization organizational and communication (oral and written) skills. Vendor management experience a plus. Excellent computer skills, including Microsoft Word and Excel. Ability to work independently on complex initiatives and meet time-sensitive deadlines. Ability to work well with cross-departmental teams in a collaborative environment.

Excellent benefits package, including 401 (k); immediate vesting.

To apply, submit resume to:

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