



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

PROCUREMENT OFFICER I OFFICE OF CAREER AND TECHNICAL EDUCATION NON-STATE; TIME LIMITED

Salary Range: \$36,624.00 - \$54,990.95

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Mississippi Department of Education is seeking to employ a Procurement Officer I in the Office of Career & Technical Education. Duties include but are not limited to preparing, managing, and reviewing purchase orders, invoices, requisitions, grant and contract payments, vouchers, and other procurement and fiscal documents.

SPECIAL QUALIFICATIONS:

The preferred candidate should have:

- Experience working with the following in MAGIC: Shopping CART, Purchase Orders, Budgets, Grants, Cost Centers, and Internal Orders.
- Knowledge of Procurement and MS Dept of Finance & Administration Policies.
- Excellent Excel skills.
- Good communication skills.
- Good organizational skills.
- Ability to meet deadlines.

EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a Bachelor's Degree and 0-3 years of experience.

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: June 27, 2025

BENEFITS

- mdek12.org/humanresources/mde-employee-benefits/

INQUIRIES

- Rozelia Harris
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601-359-3974



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