

We are always looking for talented, energetic, and hard-working employees that want to serve their community

Company name: [Capital Region Water](#)

Title of position: Procurement Specialist

Position type: Exempt (Salaried)

Location: Administrative Offices, Harrisburg, PA

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[We offer competitive compensation, benefits, and opportunities for training and career development.](#)

Description of responsibilities: Review requisitions, create/convert purchase orders, respond to inquiries, process invoices, obtain/verify quotes/pricing, maintain databases, assist with bid preparations. Collaborate closely with the Procurement Manager and other team members to ensure efficient and accurate compliance with procurement processes and policies.

Required experience: Associate's degree in business or related field, minimum two years procurement experience. Basic knowledge of information technology and systems, including ERP and office software applications.

Required skills: Excellent problem-solving skills, intermediate to advanced Excel skills, proficient in Microsoft 365 Suite, detail oriented, focus on accuracy, excellent written, verbal, interpersonal, communication and organizational skills.

How to apply: [Careers - Capital Region Water](#)

For information on Capital Region Water, including more information on employee benefits and our company culture, visit our website at [Home - Capital Region Water](#)

*Capital Region Water is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*Capital Region Water actively promotes a diverse and drug-free workplace.*