



## **SENIOR PROCUREMENT ANALYST**

Department: Administration & Finance  
Unit: 5200  
Level: 5, Non-Exempt

Supervisor's Title: Materials and Services  
Acquisition Manager (Purchasing  
Manager)  
Supervises: No staff

---

### **Purpose**

The Senior Procurement Analyst is responsible for managing the full lifecycle of procurement activities for goods and non-professional services across Massport departments, including preparing solicitation documents, reviewing specifications, analyzing vendor responses, and issuing purchase orders or contractual agreements in compliance with Authority policies. The role collaborates closely with internal stakeholders to ensure procurement strategies align with operational needs and integrate Sustainability and NetZero initiatives into solicitations. Additionally, the position conducts forward-looking procurement analysis—evaluating cost trends, market conditions, and spend data—to inform policy development, ensure regulatory compliance, and enhance operational efficiency. Through strategic sourcing, disciplined cost management, and continuous process improvement, the Senior Procurement Analyst supports the Authority's goal of achieving best value and long-term sustainability.

### **ESSENTIAL JOB RESPONSIBILITIES**

#### **Strategic Procurement Planning**

- Lead needs assessments and requisition reviews for requesting departments to ensure alignment with operational goals.
- Oversee the identification of business requirements for goods and non-professional services.
- Maintain procurement dashboards and schedules to monitor purchase orders and contracts, ensuring continuity of supply and service delivery.
- Guide internal stakeholders in developing RFPs and RFQs, including specifications and vendor identification.
- Manage the publication and compliance of RFPs for professional services using the Authority's electronic bidding platform.
- Ensure accurate documentation and maintenance of procurement records, including requisitions, bids, purchase orders, and contracts.
- Lead efforts to review and enhance procurement policies and procedures.
- Participate in the design and implementation of automated procurement systems and workflows.

#### **Solicitation Oversight & Bid Evaluation**

- Lead the preparation and upload of RFPs via the Authority's bid platform (currently Bid Express).
- Coordinate distribution of solicitation materials to selection committees, project managers, and relevant stakeholders.
- Facilitate and moderate selection committee meetings to ensure fair and transparent evaluations.
- Collaborate with Legal and departments to address vendor inquiries and ensure compliance with procurement policies.
- Conduct comprehensive bid evaluations, including cost analysis, pricing trends, total cost of ownership, and vendor performance.
- Confirm vendor selection, award contracts, and oversee issuance of purchase orders in accordance with Authority procedures.

### **Contracts & Service Agreement Management**

- Direct the execution of formal bids and service agreements in partnership with Legal and requesting departments.
- Manage updates and amendments to purchase orders and contracts in PM Web.
- Oversee initiation and processing of service agreements using the Authority's contract management system.
- Monitor active contracts and amendments to ensure timely authorization and uninterrupted service and payment processing.

### **Stakeholder & Vendor Engagement**

- Serve as a key point of contact for internal stakeholders regarding procurement policies, procedures, and status updates.
- Advise departments on alternative sourcing strategies when preferred items are unavailable.
- Build and maintain strong vendor relationships to support strategic sourcing and performance improvement.
- Monitor vendor responsiveness and quality and assist in resolving service or compliance issues.
- Coordinate with departments to address vendor concerns related to solicitations and contracts.

### **Reporting, Analytics & Strategic Insights**

- Prepare detailed reports and maintain records of procurement activities and outcomes.
- Utilize dashboards to deliver timely insights and track key procurement metrics.
- Analyze procurement trends and forecast annual purchasing opportunities across the Authority.
- Conduct in-depth analysis of solicitation components, including pricing structures, vendor competitiveness, and market positioning.

**Recommend process improvements to increase efficiency, transparency, and value in procurement operations**

**Perform additional duties as assigned, including vendor outreach and presentations.**

## **JOB REQUIREMENTS AND QUALIFICATIONS**

### Education

Bachelor's degree in business management, finance or equivalent related work experience required.

### Experience

3-5 years relevant purchasing experience. Experience in analyzing and interpreting RFP responses; data analysis required.

## **SKILLS AND COMPETENCIES**

1. Knowledge of e-Procurement methods and procedures
2. Familiarity with processes to increase participation by MBE/WBE and other diverse firms strongly preferred.
3. Experience with NetZero and Sustainability initiatives in procurement preferred.
4. Experience procuring EV Fleet Equipment preferred.
5. Computer proficient including Microsoft word and Excel.
6. Oracle Fusion and / or People Soft or similar purchasing/accounting system experience preferred.
7. Professional purchasing certifications are preferred.
8. Demonstrated verbal and written communication skills.

## **WORK CONDITIONS**

### Environmental Parameters

Ability to work in an office environment and at all of Massport facilities as needed.

### Physical Demands:

*Type:* Ability to perform administrative duties, typing, filing, bending over to low files, reaching high files. Work involves sitting most of the time but may involve walking or standing for brief periods of time and the ability to express or exchange ideas by means of spoken word.

## **WORK SCHEDULE AND OTHER REQUIREMENTS**

- Ability to work a 37.5-hour work week with the ability to work flexible hours and occasional overtime to meet fluctuating work demands.

- Ability to pass a Massport controlled substances test and background security checks.

**EQUIPMENT USED**

Computer, telephone, calculator, photocopier, and other MPA equipment.