



West Virginia Procurement Specialist

SALARY	\$3,128.00 - \$5,418.33 Monthly \$37,536.00 - \$65,020.00 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	iNS26015
DEPARTMENT	Revenue - Insurance Commission	OPENING DATE	01/07/2026
CLOSING DATE	1/16/2026 11:59 PM Eastern	LOCATION OF VACANCY	KANAWHA

Nature of Work

Position No.: 0704P00039
Posting No.: INS26015
Division: Administrative Services
Office Location: 900 Pennsylvania Avenue, Charleston, WV 25302

*****This job opportunity is not in the classified service and is not covered by the West Virginia Division of Personnel merit system*****

The Administrative Services - Procurement division of the WV Offices of the Insurance Commissioner (OIC) acts as a liaison between OIC staff and various other state agencies, manages surplus property and inventory, and provides support services for the agency.

The ideal candidate will be responsible for performing the following duties:

- The selected candidate will be responsible for the procurement of goods and services for the agency, which includes, but is not limited to: complex purchases related to computer hardware/software as well as contractual issues.
- Will interpret purchasing rules related to purchases and contracts.
- Track fixed assets and submit new assets in the wvOASIS system in addition to evaluating the bid/proposal process to determine the lowest price/cost for the agency.
- Conduct inventory reviews with the Inventory Coordinator and will assist with surplus properties.
- Will handle the agency cell phone contract and will track other contracts for communication and renewal purposes.
- Will be responsible for providing guidance and advice to agency purchases and the Executive team on the purchasing and procurement procedures, procurement of goods and services, and will develop specifications for products.

- Evaluate company response to RFPs and RFQs and will work closely with the Information Technology unit on new computer equipment specifications.
- Will work closely with the Procurement Specialist, Senior on contracts and contract renewals, will hold an agency purchasing card (P-Card), and will be required to reconcile all purchases monthly.
- Other duties as assigned.

The following knowledge, skills, and abilities will be beneficial to the selected candidate:

- This position requires excellent oral communication skills and attention to detail.
- The selected candidate must have the ability to work with highly sensitive information and will be required to maintain confidentiality.
- This position requires knowledge of regulations, state and federal laws, processes and procedures pertaining to procurement and purchasing, and must have knowledge of the wvOASIS financial system.
- Attendance is required to adequately perform essential duties.
- Minimal travel and a valid driver's license is required.

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited college or university.

OR

Substitution: Full-time or equivalent part-time paid experience as described below may substitute for the required training at the rate of one (1) year of experience for 30 credit hours of education.

AND

Experience: Two (2) years of full-time or equivalent part-time paid experience in a broad range of purchasing of commodities or services in a centralized purchasing function for use in the operation of a private industry or governmental unit. Purchasing experience must be for direct use of the industry or governmental unit, not for retail sales.

OR

Substitution: A Master's degree from a regionally accredited college or university may substitute for the required experience at a rate of one (1) year of experience for 15 semester hours of education not to exceed two (2) years.

Promotional Only: One (1) year of full-time or equivalent part-time paid experience as a Procurement Associate or the equivalent.

Other Information

PG: 13 \$37,536 - \$65,020

Market Rate: \$57,907

Note: Applicants who are interested in this job opportunity may complete an application at:

<https://personnel.wv.gov/SiteCollectionDocuments/Application.pdf> ([Download PDF reader](#)) and apply directly to the following:

Email: Christina.N.Wickline@wv.gov

Mail: Christina Wickline, 900 Pennsylvania Avenue, 9th Floor, Charleston, WV 25302

*****Please include posting number INS26015 on the application*****

Please note: Applications of current or former state employees that are mailed directly to DOP or completed via DOP's online method are not forwarded to the OIC.

Come join our team!

We believe our employees deserve the best to make sure they have a great work-life balance. The WV Offices of the Insurance Commissioner offers a great benefit package that includes:

- Holidays - Minimum of 12 paid holidays
- Leave Accrual - Ample Annual (starting at 4.61 hours a pay period) and Sick Leave (5.55 hours a pay period) Accrual
- Medical Insurance - Insurance through Public Employees Insurance Agency (PEIA) with several plan options and Flexible Benefits through Mountaineer Flex Benefits to cover additional needs
- Life Insurance - Free \$10,000 Basic Life Insurance and additional life insurance offered at a low cost to you
- Retirement - Mandatory retirement where the employee contributes a portion of their annual salary and the employer also contributes, in addition to an optional 457 deferred compensation retirement plan

Employer

West Virginia

Address

1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, West Virginia, 25305

Phone

(304) 558-3950

Website

<http://personnel.wv.gov>