

Procurement Analyst

Compliance Department

Summary: Covington & Burling LLP, a leading international law firm is looking for a Procurement Analyst to join our Global Procurement team in our Washington DC office. The primary role is to support the procurement team's current initiatives and collaborate on the expansion of the department.

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Qualifications:

- Strong analytical skill set.
- Must have a positive approach with flexibility and willingness to attempt new tasks and assignments.
- Have the ability to view questions/answers from a 360 degree perspective.
- Work independently and be self-motivated.
- Strong verbal and written communications skills.
- Establish internal/external working relationships.
- Ability to investigate and establish potential solutions before asking questions.
- Sound decision making and attention to detail.
- Establish working relationships at all levels internally and externally.
- Meet critical deadlines.
- BA degree is required.
- Proficient in Excel.

Duties and Responsibilities:

- Assist with the negotiating and purchasing of goods and services, computer equipment, SaaS, maintenance agreements and subscriptions across our global offices.
- Support opportunity assessments and benchmarking to develop sourcing opportunities.
- Support the RFI/RFP process by analyzing new and existing vendors.
- Assist with the daily functions of the Procurement department – creating PO's, answering vendor questions, and working with other departments.
- Develop an understanding of our contract process and the skill set to review contracts.
- Work on our ESG initiative.
- Analyze our Supplier Diversity spend for reporting.

Status: Non-Exempt

Reports To: Director of Compliance

Qualifications (continued):

- Knowledge of MS Office products.
- 3-5 years' experience is preferred.
- Experience with ERP's or other Procurement Systems.
- You must be fully vaccinated against COVID-19 by your hire date to be eligible for starting in the role. Proof of vaccination will be required. Covington will provide reasonable accommodation(s) based on medical or religious grounds for qualified candidates.

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