

Professional Administrative Analyst, Great Lakes Water Authority (GLWA)

The Great Lakes Water Authority (GLWA) is looking for a detail-oriented Professional Administrative Analyst to assist with Contract Management for our Procurement team.

In this role, you will assist the contract manager with procuring and preparing contracts. Also, in this role, you will lead internal culture and business processes to achieve program objectives through collaboration and engagement. Lead outreach and recruitment initiatives by planning, developing, and attending internal and external outreach events and activities. Report, measure, and recommend actions to improve program effectiveness. Establish metrics for reporting and establishing performance indicators.

A detailed job description can be found on the GLWA website following this link: [Professional Administrative Analyst - Contract Management - Career Portal \(dayforcehcm.com\)](https://www.glwa.org/careers/Professional-Administrative-Analyst-Contract-Management-Career-Portal-dayforcehcm.com)

This position requires:

- Bachelor's degree: with specialization in Business Administration preferred
- A minimum of three (3) years of experience related to the field and/or job assignment

GLWA is a regional, public water and sewer utility providing nearly 40% of Michigan's population with water service and 30% of wastewater services across Southeastern Michigan. Nationally recognized as a Utility of the Future, GLWA offers an exciting and dynamic work environment, competitive salaries, and a wide range of benefits.

Further information on the position can be found on the Authority's website at www.glwater.org. Interested applicants can apply online through the Explore Careers link found on the main page. Applications will be accepted until June 15, 2022.

The Great Lakes Water Authority is an equal opportunity employer and values diversity across the organization.