

Microsoft Procurement Specialist with AI Tools Professional Certificate

Hiring organization
ansrsource

Description

ansrsource is hiring several subject matter experts (SMEs) to design a Microsoft Procurement Specialist with AI Tools on-line, asynchronous certification programs for a client. Certification programs are made up of approximately 20 short courses.

Employment Type
Freelance

SMEs will act as industry experts to validate the accuracy and completeness of content. They will recommend necessary changes and personalize content to make it relevant for learners. This may involve creating some of the content.**On camera work and/or screencast/demo videos may be required.**

Job Location
Remote in India

Date posted
July 8, 2026

- **Course SMEs** will design short courses (1-3 hours each) in a variety of disciplines under each certification.

Course SMEs will be able to work on 1-2 courses at a time.

Qualifications

- Bachelor's/master's degree in Supply Chain / Business or equivalent
- Procurement certification (e.g. CIPS / CPSM) a plus
- Proficiency with Dynamics 365 and the Power Platform
- Extensive procurement / sourcing expertise, with relevant professional experience
- Hands-on supplier evaluation, spend analysis & compliance
- Experience using AI & automation tools (Copilot, Power Automate)
- Experience operating in complex, real-world environments, ensuring content reflects authentic application
- Ability to translate complex concepts into clear, learner-friendly explanations
- Familiarity with tools, processes, and workflows within software & AI engineering
- Ability to record demo/screencast videos using applicable tools ensuring that the recorded content is professional and compliant with the project guidelines.
- Exposure to relevant use cases outlined in the learning objectives

SME preferred qualifications:

- Experience with video production and/or on-camera course delivery
- End-to-end experience in content or course development, including exposure to outlining, storyboarding, and development workflows.

- Cross-functional collaboration experience, working with learning design consultants, instructional designers, media teams, and production teams
- Leadership or mentoring experience, including guiding teams or facilitating content development

Job Benefits

- These are freelance/contract, remote positions with few, if any, meetings.
- The work will be done according to our deadlines, but when you are available. Sometimes quick turnaround is necessary.
- This opportunity is paid per course, not per hour.
- In lieu of an interview, you may be asked to complete a short assignment and/or submit a brief video introducing yourself.

About Us

ansrsource provides equal employment opportunities to all team members, external contributors, and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, caste, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. We respect and support diverse cultures, backgrounds, talents, and perspectives. We believe embracing diversity and creating an inclusive environment will help us grow and succeed as an organization and better serve learners, who are the ultimate audience for all we create.