

Georgia State Financing and Investment Commission (GSFIC)

Job Opportunity

Internal and External Posting

Recruitment Period: 11/01/2007 – 11/12/2007
Position Number: 00174985
FLSA Status: Exempt
Job Type: Full-time
Number of Vacancies: 1



2007-11

Georgia State Financing and Investment Commission is accepting applications for the following full-time position.

PROMOTIONAL OPPORTUNITIES



RETIREMENT PROGRAM



LEAVE BENEFITS



GROUP INSURANCE



HEALTH INSURANCE

Contract Specialist

Location: 2nd Floor, 270 Washington Street, Atlanta, Georgia 30334

Salary: GSFIC Pay grade 16 (Starting salary Range: \$39,700.00-44,675.00)

Please see HR for the complete Job description.

This position is open to employees who meet the minimum qualifications listed below:

Duties:

Under broad supervision, performs duties of complex difficulty in the preparation, bid, and award of the Construction Division's Design-Bid-Build process. Participates in all areas of the Design-Bid-Build process.

Minimum Qualifications:

An undergraduate degree from an accredited college or university and two (2) years of experience working in a purchasing and/or contracting department for a state or other public entity; OR five (5) years of experience working with purchasing and/or contracting for a state or other public entity.

Competencies:

Demonstrates very strong written and verbal skills; strong customer service skills; ability to collect and organize information; ability to plan and prioritize work; coordinates plans for multiple projects; proficient in the use of Microsoft Office. Must be team player with initiative and flexibility; ability to present or facilitate complex material to a group. Has a deep understanding of the construction contracting process. Must be able to work independently with minimal supervision and administrative support.

How to Apply:

Submit a State of Georgia application or résumé to GSFIC, Human Resources 2nd Floor, 270 Washington Street, Atlanta, Georgia 30334. Attn: Katina Yarborough. Applications may also be e-mailed to Katina Yarborough at hr_email@gsfic.ga.gov.

Applicants who require accommodations for the application process should contact the Director of Human Resources by calling (404) 463-5600 or (404) 463-5655 (TTY). GSFIC will attempt to meet reasonable accommodation requests whenever possible.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.

Application deadline is 5:00 p.m., November 12, 2007

NOTE: A criminal history record check and drug screening are required for this position.

GSFIC is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.