



**Project Manager, Assistant**  
**(Construction Division)**

**OUR MISSION...** *Building Georgia's future by providing financial and construction management with the highest level of customer service, integrity, fairness and efficiency.*

The Georgia State Financing and Investment Commission (GSFIC) is responsible for the issuance and oversight of all public debt by the State, performs all services relating to the issuance, investment, and accounting of proceeds from general obligation debt, and acquires and assists in the construction of projects for state agencies and authorities financed through such debt.

Job Information
<b>Job Type:</b> Full Time
<b>Number of Vacancies:</b> 1
<b>Entry Salary:</b> PG: 16 - \$39,700.00- \$49,650.00
<b>Location:</b> Atlanta, GA
<b>Opens:</b> December 19, 2013
<b>Closes:</b> January 10, 2014 (Must be received by 5 p.m.)

Obtain the detailed job description or applicants who require accommodations for the application process should contact 404-463-5658 or e-mail

[hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

*GSFIC will attempt to meet reasonable accommodation request whenever possible.*

**INTERESTED? Here's What You Need:**  
Email **resume** in Microsoft Word/PDF format to [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)  
To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:  
**[Project Manager, Assistant](#)**



**Website:** [www.gsfic.ga.gov](http://www.gsfic.ga.gov)

**Position Overview**

**Duties:** Under general supervision, participates with project management and CCS staff in the management of construction projects for state owned facilities. Ensures that construction projects are completed according to contract documents and plans, and within budget with a proactive approach.

**Minimum Qualifications:** Undergraduate degree in Engineering, Architecture, Building Construction, Construction Management or a related field from an accredited university. Must have valid driver's license and the ability to travel statewide.

**Competencies:**  
Analyze and interpret general business periodicals, professional journals technical, procedures, or governmental regulations; ability to write reports and business correspondence; ability to calculate figures and amounts such as discounts, interests, commissions, proportions and percentages; ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Demonstrates knowledge of accounting principles and construction best practices. Coordinates plans for multiple assignments; anticipates and takes initiative to learn new skills; ability to use Microsoft Office Suite and Project Management Software

**Working Conditions:**  
This position is based in the Atlanta office. This position requires frequent visits to project construction sites, which are subject to outside conditions. Must be able to walk and maneuver around construction sites in various stages of development.

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If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GSFIC will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

**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.**