



# CAREER OPPORTUNITY

## GSFIC

# Purchasing Coordinator / Senior Purchasing Coordinator (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>Hiring Salary Range:</b> \$60,000 - \$80,000. Salary Commensurate with Experience
<b>Location:</b> Atlanta, GA
<b>Opens:</b> July 18, 2024
<b>Closes:</b> August 21, 2024 (Resumes must be received by 5:00 pm)

Applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

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

### TO APPLY:

Email **resume** in Microsoft Word or PDF format to [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov) with the following in the subject line of your email:

**Purchasing Coordinator**



Our goal is to be a diverse workforce that is representative of the citizens we serve.

GSFIC does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, or military service. GSFIC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. All employment is decided on the basis of qualifications, merit and business need.

### Position Overview

#### Duties

**Purchasing Coordinator:** Under broad supervision, the Purchasing Coordinator plans and coordinates the administration of a variety of purchasing functions in support of the Construction Division's overall operation. This position will function as a critical part of the procurement team in support of the many projects being managed by the construction division through the acquisition of high volumes of furniture, fixture, and equipment (FF&E) purchases, as well as other goods and services within the agency. Coordinates the process for FF&E purchases for construction projects. Procures goods and services through various resources to include, but not limited to, statewide contracts, and the Invitation to Bid (ITB) process. This position is also responsible for the support in managing all related contracting and resulting contract documents, purchase orders, as well as the reconciliation and payment of invoices related to specifically designated procurements. The Purchasing Coordinator will work closely with internal and external stakeholders to ensure timely and effective delivery of goods and services. This position also performs other job-related duties as assigned.

**Senior Purchasing Coordinator:** Under broad supervision, the Purchasing Manager plans, and manages the procurement function for the expenditure of government funds, including construction, professional services, capital equipment, supplies and services, purchasing card, warehouse/surplus programs and operations of the Authority requiring a wide variety of general duties and large volumes of complex and/or specialized items. The incumbent also performs other job-related duties as assigned.

#### Minimum Qualifications:

**Purchasing Coordinator:** Completion of a two (2) year degree in Business Administration, Public Administration, or a related field from an accredited college or university AND two (2) years of purchasing or procurement;

OR

Three (3) years of purchasing or procurement experience.

**Senior Purchasing Coordinator:** Completion of a four (4) year degree in Business Administration, Public Administration,

OR

a related field from an accredited college or university AND five (5) years of public purchasing or procurement experience in a large scale or comprehensive purchasing setting, which includes the processing of bids and the negotiation and administering of contracts, one (1) year of which must have included supervision of staff.

Must meet eligibility requirements to become Purchasing Card holder as determined by the Department of Administrative Services State Purchasing Division Statewide Card Program.

#### Job Competencies

**Purchasing Coordinator:** Considerable and comprehensive knowledge of all aspects of procurement. Demonstrated knowledge of current procurement and purchasing related matters. Knowledge of the National Institute of Governmental Purchasing (NIGP) commodity codes and asset management/inventory control methods. Ability to communicate effectively both orally and in writing. Ability to apply effective active listening skills. Ability to provide superior customer service to a diverse customer group. Ability to work under pressure while handling multiple priorities and meet deadlines. Ability to use Microsoft Office Suites and procurement related software.

**Senior Purchasing Coordinator:** All listed above and: Assesses staff abilities when assigning tasks; provides performance management objectives. Self-directed and time-line driven. Ability to use Microsoft Office Suites and automated purchasing applications for the processing of work orders, purchase requisitions, purchase orders, receiving reports that can be a standalone or interface with financial accounting system.

The selected applicant must be authorized to work in the United States and must successfully pass a pre-employment criminal background check, motor vehicle records check and drug screen.

Due to the large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone.

Notifications will only be sent to applicants who are selected to interview.

Please visit our website at [www.gsfic.ga.gov](http://www.gsfic.ga.gov) for additional GSFIC career opportunities.