

Senior Purchasing Coordinator (Construction Division)

**** This position is being re-advertised, those who have applied and/or interviewed your resume is still in consideration, no need to re-apply. ****

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

Job Type: Full Time

Number of Vacancies: 1

Hiring Salary Range: \$60,600.00 – \$75,000.00

Salary Commensurate with Experience

Location: Atlanta, GA

Opens: April 6, 2020

Closes: Open until Filled

This position is subject to close at any time once a satisfactory applicant pool has been identified.

Applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

hr-email@spo.ga.gov

TO APPLY:

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

Senior 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: Under broad supervision, the Senior Purchasing Coordinator plans, directs, and coordinates the administration and management 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 management of all related contracting and resulting contract documents, purchase orders, as well as the reconciliation and payment of invoices related to specifically designated procurements. The Senior 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.

Minimum Qualifications: Completion of a four (4) year degree in Business Administration, Public Administration, or a related field from an accredited college or university **AND** one (1) year of purchasing or procurement;

OR

Completion of a two (2) year degree in Business Administration, Public Administration, or a related field from an accredited college or university **AND** three (3) years of purchasing or procurement;

OR

Five (5) years of purchasing or procurement experience.

Preferred Qualifications: Preference will be given to applicants who, in addition to meeting the Minimum Qualifications, possess one or more of following:

- One year or more of experience with processing bids
- One year or more of experience with inventory or asset management
- One year or more of experience with contract negotiation
- One year or more of experience in contract administration
- One year or more experience with PeopleSoft purchasing module

Working Conditions: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

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 for additional GSFIC career opportunities.