



# CAREER OPPORTUNITY

## GSFIC

### Administrative Assistant (Construction)

**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:** \$35,000.00 - \$42,000.00

**Location:** Atlanta, GA

**Opens:** January 4, 2019

**Closes:** Open until Filled

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

To obtain the detailed job description or 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)

*GSFIC will attempt to meet reasonable accommodation requests 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:

**[Administrative Assistant](#)**



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

#### Position Overview

**Duties:** Under close supervision, provides project management support to the Construction Services Department, Works with Project Executives (PE), Project Managers (PMs) and the Design Review Group as a support staff to ensure that all contract related documentation and correspondence are handled promptly and/or processed according to standard operating procedures.

**Minimum Qualifications:** High school diploma or GED and three (4) years of experience in performing clerical tasks.

**Preferred Qualifications:** preference will be given to applicants who, in addition to meeting the Minimum Qualifications, possess the following:

- Must have experience with Financial Software.
- One (1) years construction experience
- Experience handling complex administrative duties, two years of which includes performing basic accounting functions, and experience coding invoices.

**Technical Competencies:** Strong verbal and written communication skills; ability to communicate information effectively and accurately; excellent organizational skills; detail oriented; good analytical skills; strong mathematical skills; demonstrates strong ability to use the Microsoft Office Suite and Project Management Software. Knowledge of current office practices and software, specifically Microsoft Word, Excel and PowerPoint with emphasis on graphics software including Publisher, InDesign or Photoshop

**Working Conditions:** The work is typically performed in an office environment.

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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.**

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