



CAREER OPPORTUNITY

GSFIC

Contract Specialist, Sr.

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: - \$45,800.00 - \$51,525.00

Location: Atlanta, GA

Opens: November 17, 2014

Closes: November 28, 2014

(Must be received by 5 p.m.)

Obtain the detailed job description or applicants who require accommodations for the application process should contact 404-463-5664 or e-mail

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

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

[Contract Specialist, Sr.](#)



Website: www.gsfic.ga.gov

Position Overview

Duties: Under limited supervision, performs duties of complex difficulty in the preparation, bid, and award of the Procurement Services Department Construction Division's Design-Bid-Build (DBB) competitive procurement process. Responsible for all aspects of procurement events, i.e. pre-bid meetings, bid openings, bid tabulations postings, bid postings, award letters, contract formatting etc. Acts on behalf of the Bid Manager in his or her absence; including assisting in training of both in house and using agency personnel.

Minimum Qualifications: An undergraduate degree from an accredited college or university and two (2) years complex procurement experience; OR eight (8) years of experience working in public procurement or related administration, with significant construction or other complex procurement exposure. Certification by and accepted governmental procurement/contracting or related management institute, association, or society.

Competencies: Makes oral presentations; strong written and verbal persuasive communications; strong customer service skills; excellent analytical skills; ability to collect and organize information, ability to plan and prioritize work; coordinates plans for multiple projects; knowledge in the area of construction contracting; proficient in the use of Microsoft Office Suites. Must be team player with initiative and flexibility; ability to present or facilitate complex material to a group; ability to work independently with minimal supervision and administrative support.

Working Conditions:

The work is performed in an office environment.

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.



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