



GSFIC CAREER OPPORTUNITY

Purchasing Agent (Purchasing)

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: \$40,000.00 - \$45,000.00

Location: Atlanta, GA

Opens: October 16, 2018

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

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

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email: [Purchasing Agent](#)



Website: www.gsfic.ga.gov

Position Overview

Duties: Under general supervision, responsible for the acquisition of capital furniture and equipment for GSFIC's construction projects. Maintains inventory of equipment, furniture and fixed assets; develops comprehensive inventory control system for all equipment; responsible for interacting with vendors, using agencies, the public and others to resolve procurement related issues.

Minimum Qualifications: Completion of an undergraduate degree from an accredited college or university and three (3) years of purchasing experience, which includes using purchasing practices, procedures and techniques; OR seven (7) years of purchasing experience which includes using purchasing practices, procedures and techniques. Must have a valid drivers' license and be capable of traveling statewide to construction sites in various stages of development.

Technical Competencies: Considerable knowledge of the purchasing field; Knowledgeable of principles and practices of competitive procurement including contract administration, writing bids/specifications, evaluating bids; knowledge of NIGP codes; knowledge of and experience with inventory control procedures. Excellent written and verbal skills; excellent analytical skills; ability to read and interpret contracts and bid documents; demonstrates leadership and takes initiative; ability to plan and prioritize work; ability to use Microsoft Office Suites and PeopleSoft purchasing applications.

Working Conditions: The work is usually performed in an office environment. Frequent sitting, standing, bending, moving and lifting up to 15 pounds.

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.

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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.

