



## **JOB DESCRIPTION**

### **Procurement Specialist**

Reporting to the Procurement Manager, under supervision, the Procurement Specialist provides in-depth research and analytical support for requisitions in a variety of procurement activities. In consideration of skill level and capability, this position will assist in the managing of micro purchase and small purchase requests and assist in the development and disposition of competitive solicitations for Invest Atlanta Departments. A successful candidate will have the ability to assist in the execution of procurement strategies designed to maximize customer satisfaction, minimize costs and ensure compliance with regulations and policies. In addition, this position will assist with post-award activities such as contract administration and supplier relationship management.

### **KEY RESPONSIBILITIES**

- Develops and maintains effective working relationships with internal and external stakeholders within ALL Invest Atlanta Departments.
- Serves as a subject matter expert for procurement related issues.
- Manages the quote gathering and analysis process for applicable requisitions.
- Facilitates site visits and informational sessions during the solicitation process for specific purchases.
- Advise departments on procurement strategy and process, assist with developing requirements.
- Assist in developing/recommending vendor KPIs for tracking vendor and contract performance.
- Daily management of procurement workflow within Asana's project management software, updating of Unit dashboards and project cycle-time tracking.
- Sets sourcing strategy based on overall procurement objectives, customer needs, supply market dynamics, technological changes in the marketplace, and other relevant factors. Compiles and analyzes data.
- Assist with the development of Invitations to Bids, Request for Quotes (RFQs), Sole Sources), and other solicitation documents based on specified sourcing strategies and as assigned by supervisor. Checks and corrects issues with technical writing such as clarity of specifications and grammatical errors. Conducts the technical writing of solicitation documents in compliance with applicable laws, policies, and procedures.
- Identifies key financial and technical criteria for vendor evaluation. Supports the evaluation process and category team to identify vendor for negotiation and/or intent to award.
- Supports the procurement team with complex negotiations as needed.

### **KNOWLEDGE, SKILLS, & ABILITIES**

- Experience preparing RFI's, RFP's, RFQ's and Bid Agreements
- Knowledge and mastery of procurement theory, principles, and practices; contract development; and contract negotiations

- Knowledge of Federal and State of Georgia procurement regulations.
- Strong organizational, tracking, and multi-tasking skills.
- Excellent computer skills with MS Office Suite.
- Demonstrated ability to maintain confidentiality and handle sensitive issues.
- Ability to work collaboratively in a dynamic team-oriented decision-making environment, involving accelerated program delivery.
- Concentration, accuracy, and attention to details are required.
- Personal integrity and excellent communication skills, both orally and in writing, to deal effectively with the public and staff.

### **MINIMUM QUALIFICATIONS**

- Professional level experience in a purchasing environment
- Previous experience as a supervisor or lead worker of a team, project, or major process
- Ability to assist/teach others by guiding and providing constructive feedback
- Demonstrated ability to encourage and facilitate cooperation, pride, trust, and group identity.
- Demonstrated experience fostering commitment and team spirit
- Demonstrated experience communicating effectively with management, co-workers, and diverse groups of people.
- Demonstrated ability to work with all levels of internal and external customers, management, and subject matter experts (SMEs).
- Demonstrated ability to make sound and well-informed decisions, perceiving the impact and implications of decisions.
- Demonstrated strong problem-solving skills; identifies and analyzes problems; gathers, interprets, and evaluates information to determine its accuracy and relevance; uses sound judgment to generate and evaluate alternatives and recommends a solution.
- Demonstrate ability to persuade others to accept recommendations; work with others toward an agreement; negotiate to find mutually acceptable solutions.
- Demonstrated competency to organize work and set priorities with the willingness to adapt to change and conform to shifting priorities to meet deadlines.
- Self-motivated and results-oriented
- Committed to providing excellent customer service.
- Working level knowledge of the Public Procurement policies, processes, and best practices.

### **EDUCATION & EXPIERENCE**

Bachelor's degree in business administration, economics, accounting, public administration or a related field from an accredited college or university. OR Four years of experience in a purchasing environment.

### **PREFERRED QUALIFICATIONS**

- Possession of a Georgia Certified Purchasing Associate (GCPA) certificate.
- Completion of a bachelor's degree at an accredited four-year college or university in Business Administration, Public Administration, Accounting, Economics or a related field.
- Purchasing experience in a comprehensive or large-scale setting.

- Experience in a purchasing setting which included the processing of bids and the administration of contracts.
- Advanced knowledge of contract law and supplier management.

**Resumes should be submitted to:** [jobs@investatlanta.com](mailto:jobs@investatlanta.com)

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to Minorities, Females, Disabled, and Veterans are encouraged to apply.