



Job Announcement

Procurement Assistant

Part-Time

Candidate Qualifications:

- Associate's or Bachelor's degree in Accounting, Finance, or related field is preferred.
- Six months of work experience in a business-related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Preference will be given to applicants with experience in state purchasing and procurement processes with the State of Georgia's TeamWorks financial system as well as GCPA certification.
- Proficiency in Microsoft Office Suites including, Word, Excel, Power Point and Outlook.
- Must be detail oriented with excellent communication, organizational and customer service skills.
- If required, training will be offered in procurement through classroom training webinars and online classes in State of Georgia Procurement including online examinations and tests.

Job Responsibilities Include:

- Processes and assists in issuing purchase orders for equipment, services and supplies (dependent on training).
- Prepares requisitions and invoices for payment in accordance with State of Georgia purchasing guidelines.
- Assists in all matters related to the procurement bid process
- Ensures necessary documents are completed for p-card holders
- Assists in the compilation of data to maintain purchase orders, vendor contracts, vendor bids, and vendor mailing lists.
- Track requisitions for purchased items; manage approval process.
- Develop and/or assist in the preparation of documents such as Statement of Work, Request for Qualifications (RFQs), and Request for Proposals (RFPs), amendments, change orders, and task orders
- Coordinate the renewal and extension of contracts
- Resolve and/or mediate purchasing issues
- Establish and/or maintain a records retention and disposal system
- Develop an awareness and understanding of agency Procurement Manuals, FTA Circulars related to procurement practices, and other state and federal laws, and state purchasing rules and regulations; attend appropriate training.
- Work with other departments and staff regarding various procurement initiatives; work directly with finance staff to resolve invoice discrepancies
- Assists customers with information related to purchasing and business services as needed via incoming calls, e-mail, or direct contact
- Provides general office support including records management, data entry and clerical work
- Other duties as assigned

To Apply: Upload resume, references, and applicant form on the GPB Job Center located at www.gpb.org/jobs. ONLY Applications submitted through the GPB Job Center WILL BE ACCEPTED.

THIS IS A PART-TIME POSITION. No Benefits.

Hourly Range: \$22.00 - \$26.00

Average 25-29 hours per week.

Deadline to Apply: Open Until Filled

Georgia Public Broadcasting is an Equal Opportunity Employer.