



# **Job Announcement**

## **Procurement Assistant**

**Part-Time**

Georgia Public Broadcasting (GPB) is a statewide public media network with nine television and nineteen radio stations. GPB is also a state authority. The Procurement Assistant will work in the Finance department of GPB and will be responsible for procurement tasks and other duties as assigned. The Procurement Assistant will provide support as a liaison between the Finance and other departments. The successful candidate will report to the Agency Procurement Officer.

### **Candidate Qualifications:**

- Associate's or bachelor's degree in Accounting, Business, 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.
- Proficiency in Microsoft Office Suites including, Word, Excel, Power Point and Outlook.
- Must be detail oriented with excellent communication, organizational and customer service skills.
- **Preferred Qualifications include the following:**
  - Experience and training in State of Georgia Procurement and purchasing practices; knowledge of procurement; and procurement processes.
  - Experience and training in State of Georgia TeamWorks financial system experience, specifically experience in modules for Requisition and Purchase Order creation and approval, preferred.
  - State or national certification preferred but not required (CPPO, CPPB, GCPA, etc.).

### **Job Responsibilities Include:**

- Assist in all matters related to the procurement bid process
- Ensure that all necessary documents are completed for p-card holders
- Assist with the compilation of data to maintain purchase orders, vendor contracts, vendor bids, and vendor mailing lists.
- 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.
- Assist customers with information related to purchasing and business services as needed via incoming calls, e-mail, or direct contact
- Other duties as assigned

**To Apply:** Upload resume, references, and applicant form on the GPB Job Center located at [www.gpb.org/jobs](http://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 -26 per hour**

**Average 20 hours per week.**

**Deadline to Apply: Open Until Filled**

**Georgia Public Broadcasting is an Equal Opportunity Employer.**

**DATE POSTED: September 23, 2022**

**RECRUITMENT NUMBER: C-20-22**