



Administrative Operations Coordinator 1 (Parking & Access Control)

OUR MISSION... *To provide a clean, comfortable, and safe environment on Capitol Hill.*

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta. GBA provides maintenance, renovations, housekeeping, landscaping, food service, event catering, recycling, parking, and building access services to state employees housed in GBA-managed facilities.

Job Information
Job Type: Full Time
Number of Vacancies: 1
Unit: Parking & Access Control
Hiring Range: \$24,771.59 - \$28,000.00 Starting salary commensurate with experience
Location: Atlanta, GA
Opens: June 10, 2016
Closes: June 16, 2016 (Must be received by 5 p.m.)

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

GBA 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:

[Administrative Operations Coordinator 1](#)



Website: www.gba.ga.gov

Position Overview
Duties: Under limited supervision, coordinates the Parking and Access Services program in the administration and technical operation, program operations, policies, and procedures.
Minimum Qualifications (Agency Specific): Completion of an undergraduate major in business administration or a related field at a four year college or university OR High school diploma or GED and Two (2) years of experience performing a variety of routine non-clerical general business support functions for a section/division of an office in an agency or similar entity.
Competencies (Agency Specific): Knowledge of automated data processing systems and basic computer operations; strong PC skills including Excel and Word with working knowledge of parking systems; ability to read and interpret policies, manuals and instructions; ability to operate equipment skillfully and in conformance with applicable procedures; ability to establish and maintain effective working relationships; ability to communicate effectively, both orally and in writing, with people at different levels and from various backgrounds.
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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. GBA 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.

