

Contracts Administrator

**** This position is being re-advertised, those who have applied and/or interviewed your resume is still in consideration, no need to re-apply. ****

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: Purchasing
Hiring Salary Range: \$45,000.00- \$58,000.00
<i>Starting salary commensurate with experience</i>
Location: Atlanta, GA
Opens: May 7, 2018
Closes: May 24, 2018
(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:

[Contracts Administrator](#)



Website: www.gba.ga.gov

Position Overview
<p>Duties: Under limited supervision, performs duties of complex difficulty in the preparation, management, evaluation and award of all types of solicitations including but not limited to Invitation to Bids, Request for Proposals, Request for Qualified Contractors, and E Quotes and their respective award, contracting and administration. Attends to, monitors and performs all aspects of the competitive procurement process and procurement events, e.g., pre-bid conferences, public bid openings, managing Georgia Procurement Registry (GPR) postings, issuing bid tabulations, posting bid results, issuing award letters, contract formatting, contract monitoring and administration using both manual and electronic means.</p> <p>Minimum Qualifications (Agency Specific): Bachelors' degree AND five (5) years of public/governmental procurement or contracting experience OR Master's degree and three (3) years of public/governmental procurement or contracting experience. If not currently held, certification by an accepted governmental procurement/contracting or related management institute, association, or society will be required within one year of employment. Must successfully pass a credit check, and have a valid Georgia Driver's License.</p> <p>Preferred Qualifications (Agency Specific): Preference will be given to applicants who, in addition to meeting the agency specific qualifications, possess at least one (1) or more of the following:</p> <ul style="list-style-type: none"> • Certified Public Procurement Officer (CPPO) Certification • Certified Public Purchasing Buyer (CPPB) Certification • National Contract Management Association (NCMA) Certification • Certified Professional Contracts Manager (CPCM) Certification <p>Competencies: Ability to process contracts, research, develop specifications, draft contracts for legal review, analyze prospective vendors' financial condition, use required software, interpret contract clause, write and review technical documents, communicate effectively in writing and orally, review and reconcile pay requests and invoices, and innovate, to develop and prepare technical and/or statistical reports.</p> <p style="text-align: center;">.</p> <p>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.</p> <p>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.</p> <p style="text-align: center;">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.</p>

