

HIRING ANNOUNCEMENT
FACILITIES/PROCUREMENT COORDINATOR
SUPREME COURT OF GEORGIA

The Supreme Court of Georgia seeks to fill a Facilities/Procurement Coordinator position in its Fiscal Office to develop and execute procurement strategies that are designed to maximize customer satisfaction and minimize cost. Under direct (or general) supervision, develops and maintains effective working relationships with internal and external stakeholders. Serves as central point of contact for customers and vendors of procurement activities.

Duties: Oversee maintenance activities for all Court facilities; Processing general maintenance, card key building access and parking space requests with the Georgia Building Authority (GBA); Annual property lease renewals in DOAS' Building, Land & Lease Inventory of Property (BLLIP) system; Manage entity's Vendor Contracts and Lease Agreements; Submit Vendor Management Forms to the State Accounting Office (SAO); Compile E-Verify (Contractor Affidavit forms) for annual DOAA reporting; Process telecommunication requests (with GTA/AT&T); Responsible for tagging new Fixed Assets and entry in TeamWorks' FA module; Responsible for assisting with ordering, processing and delivery requests for procurement of supplies and materials for the Court; Process Purchase Orders via TW's PO Module, in accordance with SAO/OPB policy; Verify budget availability prior to ordering/approving PO's; Manage the Court's Purchasing P-Card program, in compliance with policies established by SAO/OPB/DOAS; Perform annual self-audit and spend analysis report; Process requests for authorization and disposal of surplus property to DOAS.

Requirements: Bachelor's degree from an accredited college or university in business administration, public administration or a directly related field OR Four years of experience in a purchasing environment OR Two years of experience at the lower level or position equivalent. Experience using PeopleSoft/TeamWorks Georgia; Two or more years of experience in a State of Georgia agency procurement/purchasing environment preferred.

Selection Criteria: Excellent interpersonal and communication (both oral and written) skills; Strong commitment to providing superior customer service to both internal and external customers; Ability to explain procurement rules, regulations and policies to non-procurement staff; Ability to effectively plan and prioritize multiple assignments to meet established deadlines; High integrity and honesty; Ability to exercise considerable judgment and discretion; Positive attitude and high-level of personal commitment.

Salary: Starting salary range is \$39,224 – \$47,225 (commensurate with experience and qualifications).

The position offers a competitive fringe benefits package including health, dental, and vision insurance. Employees also earn both sick and annual leave per month, in addition to 12 paid holidays and 8 hours educational support leave per year.

Send Resumes Via E-Mail to: resume@gasupreme.us

Subject: Facilities/Procurement Coordinator

Application Procedure:

- Resume and Cover letter, including a statement of interest
- List of references

RESUMES MUST BE RECEIVED by Friday, July 20, 2018.