

Procurement Specialist

Job Description

The PTAC Procurement Specialist is a full-time position reporting directly to the PTAC Program Director. This individual is responsible for daily operational tasks supporting the Program Director and Procurement Counselor in the provision of government procurement services. This position will provide opportunity for growth within the organization through on- site and training of the APTAC Body of Knowledge, certification application processes and initial counseling skills.

Qualification Requirements:

- 1) Bachelors' Degree
- 2) Excellent written and verbal communication skills
- 3) Organized and detail oriented
- 4) Proficiency in Microsoft Office Suite, internet and social network navigation.

Knowledge of In-Design graphic program and CRM tools a plus

- 5) 2 years or more of professional business experience in a customer/client service role

Duties and Responsibilities

The primary responsibilities of the PTAC Procurement Specialist is to maintain and develop excellent communication between the PTAC program staff and its clients, potential clients and the communities it serves through phone contact, e-mail, the PTAC website, and social media.

- 1) General Administrative :
 1. Implementing and maintaining the Master PTAC calendar for the Program Director, Procurement Counselor, events and seminars
 2. Greet PTAC clients
- 2) Client Liaison:
 1. Qualifying potential new clients through the intake request application, registration process and setting initial consult appointment dates
 2. Provide assistance to new clients with the intake request application, direction on registering
 3. Schedule follow-up appointments with existing clients
 4. Update appointments on Program Director and Procurement Counselor calendars, confirm next day appointments daily
 5. Assist clients with accessing the PTAC website "tool kit" feature and resource links
 6. Send out all announcements and event flyers to client database
 7. Confirm attendance for scheduled events
 8. Provide initial counseling sessions to first-time clients

3) Program Assistance:

1. Monitor, maintain and update the PTAC website, blog and social media accounts
2. Responsible for mastering Neoserra (PTAC CRM tool) with focus on streamlining processes and continuing to focus on a green work environment
3. Responsible for sending out monthly client surveys, receiving results and preparing report for Program Director
4. Planning and implementing 10 - 12 program events with Program Director, booking venue, confirming speakers, acquiring bios, logos, program content as needed, designing and distributing event flyers to clients, stake holders and event participants
5. Attending all PTAC sponsored events, prepare materials table, refreshments, sign-in attendee's and assist Program Director or Procurement Counselor as needed
6. Prepare resource materials for Program Director and/or Procurement Counselor for outreach events in which PTAC participates
7. Attend networking events as requested by Program Director
8. Design, prepare and provide reports as requested by Program Director and Procurement Counselor

Interested candidates can send resume and salary requirements to Lin Simeti at lsimeti@redc.org or call me directly at 845-735-7040.