

<u>Title</u>	PROCUREMENT COUNSELOR
<u>Appointment Conditions</u>	Term, 12 Months, Full Time
<u>Proposed Start Date</u>	June 30, 2010
<u>Job Description</u>	<p>This position is responsible for assessing problems and providing solutions to area businesses so that they may improve their profitability and capacities to foster growth. This is accomplished by providing leading-edge technical expertise and by linking businesses to government resources.</p> <p>Specific duties include providing technical assistance involving registrations, certifications, bid interpretation, interpretation of regulations, contract administration and targeted marketing approaches to buying activities and their requirements; interfacing with local, state and federal governments; applying analytical and creative skills to find solutions to complex problems; supporting the development and improvement of best-in-class procurement processes and procedures internally; maintaining the highest ethical standards to ensure compliance with state and federal requirements.</p>
<u>Required Qualifications</u>	<p>Bachelor's Degree in a technical and/or business discipline with two years experience in a procurement related area</p> <p>Experience that demonstrates:</p> <ul style="list-style-type: none"> -Proficiency in using multiple resources, quantitative and qualitative research methodologies to capture and interpret information. -Knowledge of federal initiatives to assist small businesses such as woman-owned, disadvantaged businesses, service- disabled veteran owned businesses, historically underutilized business zones, etc. -Project management skills in interacting with clients such as consultants, faculty, and researchers that may be part of a solution team. -Expertise in conducting seminars, workshops, procurement fairs or conferences that benefit businesses. -Computer skills.
<u>Preferred Qualifications</u>	<p>Business development experience in selling to the federal government. GSA Schedule contracting experience. Experience that demonstrates a thorough understanding of the government finance contracting process including cost principles, price analysis, negotiation, cost/schedule management and performance phases.</p>
<u>Salary</u>	Commensurate with qualifications

Special Conditions

APTAC Level II Certification must be achieved within two years of hire date. Position will be located in Shreveport, Louisiana. Renewal of condition is contingent upon funding.

Application Instructions

Please be prepared to mail or email the following:

- Cover letter addressed to Kelly Ford, Program Director
- Current resume including: all employment with title; responsibilities; starting and ending dates; name, address, and phone number of supervisor (if you do not want immediate supervisor contacted, let us know); academic preparation with degrees received and dates; and
- Three references with addresses, phone numbers and professional relationship to applicant
- College transcripts for all degrees earned.

If you have questions regarding this process, please email Kelly@shreveportchamber.org or call 318-677-2532.

To Ensure Consideration

Submit application by June 1, 2010
Kelly Ford, Program Director NWLAGPC
400 Edwards Street
Shreveport, LA 71101

Or email to:
Kelly@shreveportchamber.org