

Job Title: Procurement Counselor

Job Purpose:

Functioning within the Georgia Tech Procurement Assistance (GTPAC) unit of EI², provide training and counseling to Georgia businesses in the ways to identify and follow-up on contracting opportunities with government agencies and prime contractors. These services include instruction in methods for submitting bids and proposals, billing and execution of contracted work.

Impact & Influence:

This position will interact on a consistent basis with: EI² staff, business representatives, and representatives of government agencies at local, state and federal levels. This position typically will advise and counsel: business representatives including owners and managers.

Key Responsibilities:

Duties may include but are not limited to:

- Conduct training and counseling sessions with business clients in ways to qualify for government contracts, researching potential opportunities, pricing, etc.
- Prepare and submit reports on training/counseling activities.
- Assist clients in researching potential contracting opportunities.
- Promote use of GTPAC services through business development efforts.
- Perform other related duties as assigned.

Education, Specialized Knowledge, and Experience:

Degrees required for this job: Bachelor's degree in public policy, management or related field or equivalent combination of education and experience.

Degrees preferred: Master's Degree

Years of experience required for this job: Five to seven years job related experience

Years preferred:

Certifications or licenses required for this job: Certification by Association of Procurement Technical Assistance centers, the National Contract Management Association or the National Institute for Governmental Purchasing preferred.

Certifications or licenses preferred:

Specialized Skills:

Specialized skills required for this job:

This job requires working knowledge and skills in applying government rules and regulations related to procurement; public speaking, presentation and writing; problem solving and time management; contract management and proposal development.

Specialized Skills Preferred:

Other Variables: