

## **Administrative Assistant – Procurement**

The Administrative Assistant - Procurement will provide administrative support to the Agency Procurement Officer (“APO”) and any Assistant Agency Procurement Officer (“AAPO”).

Responsibilities include performing general office duties to include correspondence, filing, copying, scanning, answering e-mails and telephone calls, and providing technical assistance as requested; providing back-up administrative support for other Legal Department administrative assistants as requested; providing support to the APO and AAPO to maintain procurement files, collect various procurement file due diligence and complete applicable checklists; processing fully executed contracts; handling inquiries of highly sensitive and confidential nature. Directing matters to appropriate individuals for action and follow-up as needed.

### **Qualifications:**

High School Diploma or G.E.D. equivalent and three to five years of relevant experience required. Associate’s or Bachelor’s degree preferred. Two (2) years of full-time work experience in procurement/purchasing within the past five (5) years is preferred. Experience in government sector work is preferred.

Excellent benefits package, including 401(k); immediate vesting.

To apply, please submit your resume to:

[https://workforcenow.adp.com/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&jobId=207003&lang=en\\_US&source=CC2&cclId=19000101\\_000001](https://workforcenow.adp.com/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&jobId=207003&lang=en_US&source=CC2&cclId=19000101_000001)

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