



Georgia Department of Economic Development
Position Announcement

Title:	Administrative Coordinator	Entry Salary:	\$50-55k commensurate with experience*
Division:	Center of Innovation	Location:	Atlanta, GA
Duties and Responsibilities:	<p>The Georgia Department of Economic Development (GDEcD) is the state’s sales and marketing arm, the lead agency for attracting new business investment, encouraging the expansion of existing industry and small businesses, locating new markets for Georgia products, attracting tourists to Georgia, and promoting the state as a destination for arts events and location for film, music and digital entertainment projects, as well as planning and mobilizing state resources for economic development.</p> <p>Serving the Georgia Department of Economic Development’s Center of Innovation (COI) team, this position is responsible for overall administrative duties and project coordination for the Center of Innovation division. Responsibilities include reviewing, processing, and reconciling division budgets; tracking budgets for the individual teams of COI; administer the division’s innovation grant program; and administer the team’s annual contractual agreements with outside partners. Primary duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Track and reconcile paydown budgets for the Center of Innovation teams which includes: <ul style="list-style-type: none"> ○ Coordinating the internal approval process for invoice payments ○ Opening purchase requisitions and purchase orders in the PeopleSoft system ○ Paying invoices and documenting when the payment process is complete ○ Maintaining and reconciling a state Purchasing Card ○ Maintaining a comprehensive document organization system for easy reference to invoices, SOWs, POs, etc. ○ Work closely with GDEcD’s procurement team to manage requisitions, purchase orders, and invoices • Administer the Division’s Salesforce tool, working with individual teams to ensure accuracy of data entry as well as creating necessary dashboards and reports to track the team’s key performance indicators.s • Administer the division’s innovation grant program working with the state’s universities once the agreement is in place. • Ensure that contractual agreements have been reviewed by the appropriate parties to help facilitate annual contractual agreements. • Calendar coordinate across the team to track activities and opportunities for greater internal collaboration. • Support internal partners with administrative duties on collaborative projects. • Additional administrative duties and special projects as assigned. 		



<p>Minimum Qualifications and Competencies:</p>	<ul style="list-style-type: none"> • Associate's degree (or equivalent) from an accredited technical college AND one (1) years of closely related experience OR three (3) years of closely related experience • Strong oral, written and interpersonal communication skills with the ability to communicate professionally and effectively • Strong knowledge of Excel, PowerPoint, Outlook calendars, and other MS Office programs • Exceptional organizational skills that allow the candidate to smoothly manage multiple projects simultaneously • Proactive, detail-oriented with a problem-solving mindset • Must be willing to submit to regular Background/Credit checks, and be responsible for managing the Division's State Purchasing Card. 		
<p>Preferred Qualifications:</p>	<ul style="list-style-type: none"> • Bachelor's degree specializing in business, accounting, public administration, or a closely related field AND three years of closely related experience • Experience working with budgets and/or payments in state government or a higher education setting in Georgia. • Experience working with a Customer Relationship Management (CRM) software. 		
<p>Travel Required?</p>	<p>Yes, limited</p>	<p>Nights, Weekends Required?</p>	<p>Occasionally</p>
<p>Deadline</p>	<p>Open Until Filled; Apply ASAP. Resumes will be reviewed immediately. Position will be filled as soon as a suitable candidate is identified.</p>		

Application Instructions: To apply for this position, ***you must submit your resumé and cover letter (PDF format preferred) via the link on our careers page at <https://www.georgia.org/about-us/career-job-search>***. If you do not have internet access or require an accommodation because of a disability, please contact GDEcD Human Resources at 404-962-4000 or email jobs@georgia.org.

Additional Information for Applicants: *All qualified candidates will be considered but may not receive an interview. Preference will be given to applicants who meet both the minimum and preferred qualifications. Internal applicants may be considered prior to other applicants. Information on publicly posted social media accounts may be reviewed as part of the screening process. Applicants who are not selected for interviews will not receive notification.*

**To be considered for a salary offer above the entry level (if a range is posted), the successful candidate MUST have most of the education and experience qualifications shown as preferred. To receive an offer at the top of the range posted, experience must exceed preferred level. Offers will not exceed the top amount posted.*

Applicants selected for hire will be subject to a background check, including a criminal history record check. Depending on the position, the background check may include education verification, credit check, and driving record. Additionally, male applicants between 18 and 26 years of age must present proof of Selective Service Registration if hired.



Please note, if travel is required, the selected candidate will be required to pay travel expenses (hotel, meals, etc.) up front and will be reimbursed within one week of expense statement approval.

GDEcD is an Equal Opportunity Employer