



JOB DESCRIPTION

Position: Procurement Technical Assistance Center (PTAC) Procurement Counselor

Reports to: PTAC Program Director

Position Summary:

The PTAC Procurement Counselor is responsible for providing information for companies seeking to do business with the government.

Primary Responsibilities: (100% client support)

1. Serves as the program contact for information and assistance.
2. Assist Region 6 companies to become more knowledgeable and competitive in the government marketplace.
3. Provide technical assistance services to clients regarding federal, state, and local government agencies.
4. Maintain various computer databases used to manage company information and resources by inputting and compiling daily counseling input and tracking monthly metrics.
5. Responsible for day-to-day processing and provision of technical information to businesses, including but not limited to registrations and certification, bidmatch keywords, past price history and marketing efforts in Region 6.
6. Work closely with clients to provide comprehensive support and counseling for overall contracting activities.
7. Evaluate client potential for market diversification.
8. Assist with development and maintenance of the PTAC upcoming events focused on training workshops and networking opportunities.
9. Responsible for maintaining a consistent Professional Development Plan.

Other Responsibilities:

10. Perform other duties as requested by the Director of PTAC Region 6.

Minimum Required Knowledge, Experience, Skills and Abilities:

1. Bachelor's degree in Public Policy, Business Administration or other related field.
2. Minimum of two (2) years of direct experience in business and/or economic development and/or government procurement programs.
3. Demonstrated track record in assisting businesses to develop and secure government contracts.
4. Motivated, self-directed, self-starter with excellent problem-solving skills.
5. Experience working as an effective member of an organizational team.
6. Demonstrate strong verbal and written communication skills.
7. Possess high degree of organization.
8. Ability to adhere to priorities, meet multiple deadlines and effectively present and explain complex information.
9. Ability to work effectively with all staff members to carry out organizational and programmatic goals.
10. Experience in the use of Microsoft Office and customer relationship management database, preferably CRM.

Salary Range: Salary is commensurate with applicant's experience.

Date: March, 2015