
Job Title	Procurement Specialist
PVN ID	LA-2408-006422
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	APEX Accelerator
Status	Full Time
Annual Salary	\$47,285.00 - \$47,285.00
Hour(s) a Week	35
Closing Date	Oct 13, 2024 (Or Until Filled)

General Description

LaGuardia Community College (LaGCC) APEX Accelerator (APEX) was established in 1999 and funded in part through a cooperative agreement with the US Department of Defense. Its mission is to assist businesses located in Queens to market their goods and services to the Federal, State, and local governments. APEX strives to simplify the steps necessary to successfully sell to the government. The center offers procurement technical assistance and training workshops to meet the needs of any size business, including Minority Owned Small Business, Service Disabled Veteran Owned Small Business/Veteran Owned Small Business (SDVOSB/VOSB) and Women Owned Small Businesses throughout the Queens region.

The Procurement Specialist to the LaGuardia Community College APEX is a full-time position which reports directly to the Director of APEX. The Procurement Specialist/Coordinator is responsible for the daily operational tasks for the provision of government procurement services. This includes, but is not limited to: daily download of solicitations, maintenance of correspondence and documentation log, provision of statistics as indicated by the Director, research and correspondence as directed. The Procurement Specialist/Coordinator of APEX interacts with the government agencies, nonprofit organizations and business community, *i.e.*, businesses from every Industry and designations (Minority and Women Owned, Veterans and Hubzones).

This position is for a candidate who is interested in assisting business firms do business with the Government, increase revenue and create jobs. The candidate will have a direct impact on helping businesses in the New York City region. Some travel is required. Out-of-state travel may occur up to two times a year for a duration of 2 - 5 days.

This is a grant funded position and is contingent upon availability of funding.

Other Duties

- Level I Counseling of business clients who need assistance with all Government levels registration, certification, bidding, procurement procedures and overall government contracting assistance.
- Organize events such as seminars, workshops, expos and matchmakers.
- Research solicitations, awards and vital information for office and client base.
- Implementation of counseling sessions, meetings and appointments, including notice preparation and mailing, attendance calls and arrangements with meeting sites for seminars and/or training sessions.
- Distribution of monthly, quarterly and yearly survey mailings to APEX clients.
- Record, monitor and analyze client surveys.
- Record and monitor all follow-ups in Outreach Systems.
- Research and fact finding on behalf of APEX clients (Internet, Proximity, NYC City record, NYS Contract reporter, Outreach Systems, AAPEX and other related website).
- Potential APEX prospects researched from newspapers and other publications entered in the Department of Defense (DoD) Database.
- Create and/or gather APEX information for potential clients, partners and all seminars.
- Quarterly updates are for Federal Acquisition Regulations (FARS), NYS Rules, NYC regulations and Accounting for Government Contracts.
- Keep APEX Resource Library Publications up-to-date.
- Assist APEX office operations, i.e., telephone answering, reception, routing calls and message taking.
- Equipment maintenance and supplies. Interaction with other stakeholders regarding provision of other services to APEX clients and marketing of APEX program.
- Participation in special projects.
- Conduct outreach or information sessions throughout the State of New York and sometimes out of the region.
- Maintain the standard operations procedure manual up-to-date.
- Maintain the LaGuardia Community College APEX website/Social media with the most current information.
- Assisting the director with the daily operations of the program.
- Present at various workshops.
- Conduct outreach or information sessions throughout the State of New York and sometimes out of the region.

Qualifications

Minimum requirements:

- Associate degree and/or at least two year's (2) relevant experience.
- At least one year of customer service experience and/or one year of administrative/office experience.
- Must be well versed in Adobe, Canva, and Microsoft Office Suite programs (Word, Excel, Publisher, Forms, OneDrive, SharePoint and PowerPoint).

Other Qualifications:

- Successful applicant must be extremely well-organized, detail-oriented, professional and must possess excellent interpersonal skills.
- Verbal and written skills are very extremely important.
- The person must have above average computer knowledge.

- Spanish speaking is preferred