

# COURT OF APPEALS OF GEORGIA

## JOB DESCRIPTION

### **POSITION: PURCHASING/FACILITIES COORDINATOR**

**DESCRIPTION OF DUTIES:** This position is responsible for assisting the Procurement/Facilities Manager with processing requests for procurement of supplies and materials for the agency. This position may also be required to receive and distribute supplies. The Purchasing/Facilities Coordinator is responsible for processing general maintenance requests and reporting trouble calls to the Georgia Building Authority for the Court's facilities. This position coordinates with the Procurement/Facilities Manager regarding procurement, facilities, and other assigned activities. Other duties include keeping the Court's supply room adequately stocked and maintained in an orderly fashion. This position may be required to update the Court Library as needed. Processing requests for maintenance items is another duty of this position. The Purchasing/Facilities Coordinator is responsible for tagging new assets upon receipt and documenting the location and custodian for the assets. This position will assist the Procurement/Facilities Manager with quarterly inspections of all safety & health equipment. This position will also be an important team player in coordination of renovation projects, relocation of offices as needed, and coordination of special projects and other duties as assigned.

**QUALIFICATIONS:** Applicants should possess a business etiquette. Applicant must be a self-starter and able to carry out duties and responsibilities without direct supervision. Applicant must be organized and possess the ability to handle numerous projects at one time. Applicant must be proficient in writing and typing business correspondence. Computer literacy is a requirement. Computer proficiency in Excel, Word are desired. Applicant must have a proactive attitude and be both flexible and resourceful. Applicant must be able to handle duties of a confidential nature and should demonstrate both initiative and leadership qualities. Applicant must be a team player and possess the ability to work well with various personality types within the office, as well as the court at large.

**CREDENTIALS & EXPERIENCE:** High School or GED is required. Prior state experience in the procurement and/or facilities management is desired but not required.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to walk, stand, bend, stoop, lift, reach and stretch in handling heavy and/or bulky items.
2. Ability to speak and hear visitors at an ordinary conversation level and to participate in telephone conversations.
3. Ability to lift and sort heavy items up to 50 lbs.
4. Can sit at a desk for long periods of time using telephone or personal computer.
5. Ability to maintain files and other records in an organized manner.

**SALARY RANGE:** \$20.00/hr (Part Time)

Please send a cover letter & resume to [coarecruit@gaappeals.gov](mailto:coarecruit@gaappeals.gov)

**LOCATION:** Court of Appeals of Georgia  
Atlanta, Georgia

**THIS POSITION IS AN UNCLASSIFIED AND IS FLSA EXEMPT POSITION. EMPLOYEE WILL BE ENTITLED TO RECEIVE STATE GOVERNMENT BENEFITS.**

**AN EQUAL OPPORTUNITY EMPLOYER**