## Georgia Department of Economic Development

### Position Announcement

<table>
<thead>
<tr>
<th>Title:</th>
<th>Administrative Services Coordinator</th>
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<td>Entry Salary:</td>
<td>$48-52k commensurate with experience</td>
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<tr>
<td>Division:</td>
<td>Marketing, Communications &amp; International Engagement</td>
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<td>Location:</td>
<td>Atlanta, GA</td>
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### Duties and Responsibilities:

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, locating new markets for Georgia products, attracting tourists to Georgia, promoting the state as a location for film and video projects, as well as planning and mobilizing state resources for economic development. GDEcD’s Marketing, Communications and International Engagement Division develops and manages all marketing, communications and interactive needs for GDEcD; upholds brand standards; and maintains the Georgia.org and Gaarts.org websites.

The Administrative Services Coordinator is responsible for overall administrative duties and project coordination for the Marketing, Communications and International Engagement division. Responsibilities include reviewing, processing, and reconciling marketing budgets for multiple internal client divisions; processing scopes of work for marketing projects; paying invoices; managing vendors; assigning creative project teams, timelines and tasks; as well as providing support to division directors as needed.

Primary duties include, but are not limited to:

- Track and reconcile paydown budgets for internal client teams, a process which includes:
  - Reviewing Scopes of Work (SOW) submitted by external creative, digital marketing, and PR agencies
  - 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
  - Creating spending burndown reports
  - Maintaining a comprehensive document organization system for easy reference to invoices, SOWs, POs, etc.
- Administer the Basecamp project management tool, opening new projects and assigning tasks to the graphic design, communications, and digital teams, as well as archiving and documenting projects upon completion
- Work closely with GDEcD’s procurement team to manage the RFP process for contracting with marketing and PR agencies
- Calendar coordination of large meetings between agency partners and marketing division members
| Minimum Qualifications and Competencies: | • Support internal partners with administrative duties on collaborative projects and marketing campaigns  
• Additional administrative duties and special projects as assigned |
| --- | --- |
| Preferred Qualifications: | • Bachelor’s degree in business, accounting, public administration, or a closely related field AND one (1) year of closely related experience; OR Associate’s degree and three (3) years of closely related experience; OR High School Diploma and five (5) 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  
• Ability to understand, interpret and follow rules, processes, policies and procedures  
• Must be willing to submit to regular Background/Credit checks, and be responsible for managing the Division’s State Purchasing Card.  
• Bachelor’s degree specializing in business, accounting, public administration, or a closely related field AND three years of closely related professional level experience  
• A proactive, detail-oriented, problem-solving mindset  
• Experience working with budgets and/or payments in state government or a higher education setting in Georgia.  
• One or more years tracking, managing and reconciling budgets in excess of $500,000, processing invoices and working with vendors  
• Experience with project management and payments systems such as Basecamp and PeopleSoft |
| Travel Required? | No |
| Nights, Weekends Required? | No |
| Deadline | Open Until Filled; Apply ASAP. Position will be filled as soon as a suitable candidate is identified. |

**Application Instructions:** To apply for this position, you must submit your résumé and cover letter (PDF format preferred) via the link on our careers page at [https://www.georgia.org/about-us/career-job-search](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](mailto: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