

Atlanta Housing Authority (AHA) located in the Atlanta, Georgia metropolitan area, is committed to facilitate and deliver quality, affordable housing while redeveloping distressed community environments. Our goal is to establish and empower these areas and develop them into “green space” housing and amenities within vibrant communities.

We do this through the people within the community and through our AHA professional leadership and staff. Currently, we have a need for an **Acquisition Services Analyst** to provide, administer and deliver the highly complex and other development, publication and evaluation of solicitations for goods or services, acquisition services activities and related business activities, according to approved policy and procedures, and within a dynamic team environment with an intense “customer service” emphasis.

Description:

- Maintain and document highly complex acquisition services activities, including extensive interactions with contractors, contracting officer representatives, Business Unit members and others involved in acquisition services timely with a “customer friendly” focus using sound business management practices and the latest technology.
- Facilitate and deliver “state-of-the-art” re-engineered acquisition services strategies, protocols and responsibilities in a manner designed to provide for highly complex streamlined acquisition of goods, materials and services and better internal and external “customer service” expectations and outcomes.
- Execute highly complex and customer sensitive and effective development, publication and evaluation of Informal Procurements (i.e., Micro Purchases, Small Purchases, etc.), Formal Procurements (i.e., Request for Proposals, Requests for Quotes, Cooperative Agreements, Intergovernmental Agreements, Invitation for Bids, etc.), Alternate Procurements (i.e., Project-based Housing Assistance, Reverse Auctions, Electronic Catalogs, Competitive Exceptions Lists, Non-competitive proposals, etc.), emergency or other unplanned acquisitions and such other acquisition activities as AHA or its subsidiaries may require from time to time.
- Identify, analyze and solve project-based problems and challenges related to the delivery of acquisition services activities impacting the Acquisition Services Team.
- Provide recommendations (including “best practices”) regarding highly complex and other acquisition services strategies, protocols, policies, procedures and responsibilities with the goal of providing for streamlined solicitations and better internal and external “customer service.”
- Ensure the timeliness and accuracy of all highly complex and other solicitations and acquisition issues, ensuring corporate compliance and consistency and verifying accuracy of solicitation projects/information on a daily basis.
- Maintain an up-to-date knowledge of local, state and federal regulations and requirements related to acquisition services activities.

Requirements:

- Bachelor’s degree in a related field with three (3) to five (5) years of related experience or equivalent combination of education and/or experience required.
- Work requires excellent verbal and written communication abilities, excellent interpersonal skills, commitment to and delivery of excellent customer service, creativity, organizational skills and demonstrated proficiency and use of current office technology and software application(s) on a regular basis.

- Working knowledge of the Code of Federal Regulations (C.F.R.) and/or Federal Acquisition Regulations (F.A.R.), handbooks and interpretation is preferred. Professional certifications/designations are highly desirable. Private sector procurement experience is a plus. Excellent verbal and written communication skills, with the ability to read, interpret and develop narratives, handbooks, policies, procedures statistical reports, documents and complicated Business Unit business information, as required.
- Ability to handle, prepare and execute highly complex projects in a time-sensitive environment using strong analytical skills, organization and keen attention to consummate “customer service.”
- Excellent communication skills, interpersonal skills (including initiative, judgment, tact, diplomacy, etc.) and other business skills, with the demonstrated capability of developing and maintaining internal and external positive and professional relationships.
- Organizational skills to plan, prioritize, evaluate and solve highly complex and other problems and challenges quickly and accurately in an environment of multiple and possibly shifting priorities.
- Excellent attendance, punctuality and sensitivity to internal and external time lines.

This organization is proud to offer competitive benefits, to include: medical, dental, vision, FSA, defined contribution retirement plans, work/life balance options ... *plus to many more to list!*

To apply, please email resume/cover letter/salary requirements to: recruiter9@atlantahousing.org. Subject line should include position title.
EOE/AA Please, no third party agencies.