

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 a **Systems & Quality Assurance Analyst** who can administer, provide and deliver highly complex and other systems and quality assurance activities using state-of-the-art electronic and E-procurement systems that facilitate the electronic conversion of acquisition and administration activities, P-Card and Purchase Order monitoring/analysis, tracking and analysis reports, website procurement portal redesign/posting/ updating/maintenance, vendor database integration and maintenance, internal file audits/reviews, departmental Oracle technical assistance, contract room and library development, upkeep and maintenance, external reporting on acquisition-related matters and special projects related to systems, quality assurance and other acquisition initiatives with an intense “customer service” emphasis.

Description:

- Deliver, maintain and implement state-of-the-art electronic and E-procurement systems that facilitate the timely and accountable electronic conversion and implementation of highly complex acquisition, administration and quality assurance activities.
- Foster, facilitate and deliver highly complex state-of-the-art re-engineered systems and quality assurance strategies, protocols and responsibilities designed to provide for streamlined monitoring, reporting, technical support, auditing and review and improve internal and external “customer service” expectations and outcomes.
- Execute and perform highly complex and other systems and quality assurance activities utilizing a *team* approach to accomplish the efficient, timely, customer sensitive and effective E-procurement conversion, P-Card and Purchase Order monitoring/analysis, Oracle technical assistance, website procurement portal posting/updating/maintenance, internal file audits/reviews, Contract Register and other tracking/analysis reports, contract room and library development, upkeep and maintenance, vendor database integration and maintenance, external reporting on acquisition-related matters and special projects related to quality assurance and other acquisition initiatives.
- Deliver, maintain and document highly complex and other quality assurance activities, including extensive interactions with contractors, vendors, Acquisition Administration members, AHA Business Unit members and others involved in quality assurance timely with a “customer friendly” focus using sound business management practices and the latest technology.
- Identify, analyze and solve project-based problems and challenges related to the delivery of systems and quality assurance activities impacting the Systems and Quality Assurance Team.
- Facilitate and execute highly complex and other quality assurance strategies, protocols and responsibilities designed to provide for streamlined quality assurance monitoring, reporting, technical support, auditing and review while improving internal and external “customer service” expectations and outcomes.
- Effectively interface with AHA Business Unit members, Senior Management, other Acquisition and Management Services Departments, contractors and members and of the public and direct, coordinate and deliver highly complex and other training, materials and technical assistance on

E-procurement and quality assurance activities, processes, requirements, responsibilities, services, and recommendations.

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.
- Working knowledge of the Code of Federal Regulations (C.F.R.) and/or U.S. Housing Urban Development (HUD) regulations, handbooks and interpretation is preferred. Private or public sector quality assurance or related experience is a plus.
- 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.
- Knowledge of electronic and systems design, implementation and project management protocols and practices.
- Excellent verbal and written communication skills, with the ability to read, interpret and assist in the development of acquisition regulations audit protocols, handbooks, policies, procedures statistical reports, and documents, as required.
- Ability to handle highly complex and multiple projects in a time-sensitive environment using strong analytical skills, abilities with attention to detail and consummate "customer service."
- Knowledge of management information and records systems, Acquisition, Strategic Relations and Acquisition Administration Departmental activities and responsibilities and other quality assurance related activities.
- Ability to initiate and conclude delegated assignments and projects utilizing a team approach.

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.