

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 Team Leader** who can design, innovate, manage and nurture a dynamic team environment where systems and quality assurance activities are delivered and flourish using state-of-the-art electronic and E-procurement systems within an intense “customer service” environment. Facilitate the electronic conversion of multiple modules and activities within an acquisition and administration system, to include: P-Card, 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 and quality assurance.

Description:

- Develop, facilitate, manage and document systemic and other quality assurance activities, including interactions with contractors, vendors, other team members, other departments and third parties involved in quality assurance timely with a “customer friendly” focus using sound business management practices and the latest technology
- Develop and maintain a series of statistical methods to monitor processes for trend analysis, performance and improvement using data from vendor management modules, e-records, files and internal audit reports.
- Research deviations in processes and the root causes of discrepancies and nonconformities.
- Identify, analyze and solve systemic problems and opportunities related to the delivery of systems and quality assurance activities including integration, continuity and process design challenges various departments involved in acquisition, sourcing and contract administration activities.
- Develop and implement state-of-the-art internal training programs and curricula related to Systems and Quality Assurance activities for employees of the Team and develop individualized career proficiency and advancement modules for each employee of the Systems and Quality Assurance Team.
- Ability to coach and direct activities for direct and indirect reports to implement high level requirements, and initiate and conclude delegated assignments/projects, utilizing a team approach.
- Effectively re-engineer workflow of electronic and systems design (i.e. feasibility studies, project plan, change management, implementation, evaluation and support/maintenance), using project management protocols and practices.
- Ability to read, interpret and/or develop acquisition regulations audit protocols, handbooks, policies, procedures statistical reports, and documents, as required.
- Evaluate and solve systemic and other problems, quickly and accurately.
- Using Oracle’s e-procurement portal and records systems, incorporate acquisition, strategic relations and acquisition administration activities and responsibilities and other quality assurance-related activities.

- Effectively manage large scale and complex project plans to collaborate resources to follow through on changes within the e-procurement systems, software testing tools, and test plan.

Requirements:

- Bachelor's degree in a related field with five (5) to seven (7) years of related experience or equivalent combination of education and/or experience required.
- Ability to manage systemic, extremely complex and multiple projects in a time-sensitive environment using strong analytical skills and abilities with attention to detail and consummate customer service.
- Demonstrated experience in quality assurance and project/time management principles.
- Strong supervisory skills to manage a team within a matrixed environment.
- Solid verbal and written communication abilities and interpersonal skills that demonstrate a commitment to (and delivery of) excellent customer service.
- Presentation skills are required to effectively present information and respond to questions from members of other departments, vendors and customers.
- Demonstrated proficiency and use of current office technology and quality assurance software application(s) on a regular basis; P Card monitoring and e-procurement systems, a plus.
- Proficient and hands-on experience using e-procurement systems and portals in Oracle 11i, MS Office, specifically Word, Powerpoint, Adobe Acrobat and Excel.
- Certification in Quality Assurance and Software Testing and/or Software Project Management.

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.