

SNOHOMISH COUNTY ECONOMIC DEVELOPMENT COUNCIL

JOB ANNOUNCEMENT

Procurement Technical Assistance Center (PTAC) Business Counselor

Washington State Procurement Technical Assistance Center (PTAC) Program is supported by the Department of Defense (DoD)/Defense Logistics Agency (DLA), the Snohomish County Economic Development Council and the other outreach centers across the state.

The purpose of the Procurement Technical Assistance Center (PTAC) program is to assist small businesses with bid/proposal technical assistance review, marketing advice, government program registrations, procurement/contracting training classes, and government procurement related seminars and conferences available to our clients at locations across the state.

RESPONSIBILITIES:

- Data entry, manage bid system, and report functions
- Recruit diverse firms and pair with opportunities, some cold calling required.
- Provide technical assistance services to clients regarding government contracting.
- Conduct small business assessments
- Research, team support, and independently identify solutions to small business inquires.
- Some public speaking required.

QUALIFICATIONS

- Must have worked in an environment that requires multi-tasking and time management.
- Understanding of small businesses
- Minimum 3 year experience working in business development or procurement
- Undergraduate degree in related field or equivalent experience
- Must show capacity to pass PTAC testing requirements
- Must have strong computer skills

REQUIRED SKILLS

- Must be able to learn complicated tasks quickly and independently
- Must be able to multitask and have strong time management skills
- Must understand small businesses needs and work well with diverse communities
- Must work well in a team environment and respond positively to change
- Must have strong written and oral communications skills

LOCATION: Everett, WA and Seattle, WA (serving both Snohomish and King counties)

SALARY: \$33,280 - \$36,400 + full benefits

To apply, please submit your resume, cover letter and salary requirements to Erin Nielsen, Program manager, at enielsen@snoedc.org.