Staff Vacancy

UNIVERSITY OF LOUISIANA Lafayette

Position:	PTAC Counselor New Orleans, Louisiana EEO# RD 28-13
Organization:	The Procurement Technical Assistance Center was established to generate employment and improve the general economy of Louisiana. By assisting business firms in obtaining and performing under the U.S. Department of Defense, other Federal agencies, state and local government contracts.
Duties:	Provide technical assistance to Louisiana companies seeking to do business with Department of Defense, other Federal agencies and state and local government. Work in New Orleans and other assigned territory to assess business needs. Assemble resources and solve and implement solutions as it relates to government contracting issues Serve as instructor for federal, state and local contracting/procurement conferences and seminars. Travel as required.
Qualifications:	Working knowledge of public and private contracting, knowledge of all phases of contracting from pre-award through post award issues. Knowledge of Federal Acquisition Regulation (FAR) and military and federal specifications and corresponding nomenclature Knowledge of state and local bid laws. Must be proficient in Windows based computer environment and be able to manage paperwork associated with reporting requirements. Minimum of 3 years of business experience with focus on public and private contracting. Bachelor's degree with at least 2 years' experience in the field.
Salary:	Commensurate with Experience and Qualifications
Applications:	Submit resumes to: LA PTAC PO Box 44172 Lafayette, LA 70504-4172

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