



Government Procurement Program Coordinator (PTAC)

The Program Coordinator will manage the PTAC client database and website, coordinate communications & marketing, assist with event planning and management, assist with report preparation, client surveys, and workshop preparation. They will also be required to handle multiple tasks simultaneously; must be proficient in Microsoft Office with a strong working knowledge of Word, PowerPoint and Excel.

Essential Functions

- Completes a broad variety of administrative tasks
- Manages a variety of special projects, including events and workshops
- Completes critical aspects of deliverables with a hands-on approach
- Prioritizes conflicting needs; handles matter expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures

Qualifications

- Strong organizational skills
- Knowledge of basic business procedures
- Strong interpersonal and written communication skills
- Demonstrated approach to problem solving with decision making capability
- Resourceful team player, yet able to work effectively independently
- Prefer 4-year degree

To be considered, candidates must submit a cover letter along with a professional resume and salary requirements via email to:

Rhode Island Commerce Corporation
job.opportunities@commerceri.com

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