



## **Supply RI Program Coordinator**

The Program Coordinator provides support for the Supply RI Program Manager. Responsibilities will include managing the Supply RI client database and website, assisting in event planning and management, assisting with report preparation, client surveys, and workshop preparation.

### **Position Functions**

*The essential functions and duties listed below are intended only as an illustration of the various types of work that may be performed. The specific omission of specific statements of duties does not preclude them from the position if work is similar, related, or a logical assignment to the position.*

### **Essential Functions:**

- Complete a broad variety of administrative tasks within the Supply RI Program.
- Manages special projects, including events, and workshops.
- Prioritizes projects and workload accordingly.
- Assist in conducting thorough research and analysis of potential suppliers to assess their suitability and compliance with SupplyRI's standards and requirements.
- Acts as the main point of contact for initial client inquiries, new client registrations, and management of client data and registrations.
- Track and report on Supply RI metrics, ensuring data integrity and appropriate follow-up within the Supply RI Database.

### **Core Competencies:**

- The desire to learn and the ability to apply the knowledge gained when working with clients.
- Project management skills with the ability to handle working on multiple projects at once.
- Strong attention to detail.
- Takes initiative to problem solve and find solutions to bring assignments to completion.
- Ability to adapt to various demands/situations.
- Comfortable working with clients, government staff, Congressional staff, and prime contractors.

### **Professional Qualifications:**

- Strong organizational skills.
- Interpersonal and customer relation skills to effectively develop and maintain business relationships.
- Knowledge of basic business procedures.
- Strong verbal and written communication skills.
- Demonstrated approach to analysis and problem-solving with decision-making capability.
- Highly resourceful team player, yet able to work effectively independently.

**Preferred:**

- Bachelor's degree in a related field.
- Minimum of two years' experience in a support role.
- Excellent computer skills, particularly Microsoft Office Suite.

*Rhode Island Commerce Corporation is an at-will employer; no employment contracts exist.*

*The Rhode Island Commerce Corporation (the 'Corporation') is an Equal Opportunity Employer. The Corporation does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.*

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To be considered for this position, please apply at:

<https://secure.yourpayrollhr.com/ta/co8056.careers?ShowJob=587391808>