

CONTRACT ADMINISTRATOR

The Alaska Industrial Development and Export Authority (AIDEA) and the Alaska Energy Authority (AEA) are recruiting for a **Contract Administrator**. This position provides assistance preparing, soliciting, evaluating, awarding, and administering delivery orders and contracts. This position also assists in the preparation and administration of grants.

Associate's degree in business or related field along with at least one year of purchasing or contracting experience, preferably with the State of Alaska or other government entity. Must have or be able to obtain certifications under the Department of Administration and DOT/PF procurement certification programs. Three years of procurement or contracting experience may be substituted for the education requirement.

This is a full time position located in Anchorage.

For more information, or to apply online visit www.aidea.org or www.akenergyauthority.org. Send application and/or resume to Human Resources, 813 W. Northern Lights Blvd., Anchorage, AK 99503, or by fax to (907) 771-3946.

This position will remain open until filled.

AIDEA and AEA are EEO/ADA employers. Individuals requiring accommodations should call 1-800-587-0430 or 465-4095 in Juneau or (907) 465-3412 (TTY).