



PROCUREMENT SPECIALIST

Looking for a new opportunity? Interested in joining a team with the goal of encouraging economic growth and increasing job opportunities in Alaska? Then check out the details for our **Procurement Specialist** position with Alaska Industrial Development and Export Authority (AIDEA).

Our Procurement Specialist assists the Alaska Industrial Development and Export Authority (AIDEA) by preparing, soliciting, evaluating, awarding, and administering orders and contracts within delegated limits of authority following Authority, State and Federal statutes, regulations, policies and procedures. Most purchases are for equipment, materials, and construction related services.

This position requires an 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.

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

AIDEA is an EEO/ADA employer. Individuals requiring accommodations should call 1-800-587-0430 or (907) 465-3412 (TTY).