

Southeastern Connecticut Enterprise Region, Inc. (seCTer)

CONNECTICUT APEX ACCELERATOR PROGRAM

PROCUREMENT SPECIALIST

GENERAL STATEMENT OF DUTIES

The CT APEX Procurement Specialist supports the APEX Accelerator program. Specific duties include, but are not limited to outreach, client counseling, event (webinar/workshops) planning and performance, database management, reporting and training. Experience with government contracting is preferred, but we welcome candidates with a teaching background and military experience who possess a willingness along with aptitude for learning government contracting and teaching to businesses large and small. Positions are based in Connecticut at our sub-centers located at Hartford, Litchfield and New London Counties. These positions require in-office work with some hybrid.

SUPERVISOR

Director of CT APEX Accelerator Program

DUTIES AND RESPONSIBILITIES

- Conduct outreach to businesses, organizations and elected officials about government contracting opportunities with federal, state, and local governments as well as prime contractors
- Assess businesses suitability and capacity for performing on government contracts and refer them to resources as needed to help them become contract ready
- Guide businesses through the process of finding, bidding and performing on government contracts, including proposal preparation and invoicing
- Assist with government registrations and federal and state certifications
- Coordinate workshops with team and resource partners that increase knowledge of government contracting
- Participate in outreach events as an exhibitor or presenter to increase awareness
- Enroll and manage clients businesses into CT APEX Accelerator program utilizing our database as well as setting up bid match service and recording client meetings
- Develop and maintain relationships with government buyers (federal, state, municipalities, and prime contractors) as well as with elected officials and organizations providing business related services to small businesses
- Provide training to government buyers.
- Collaborate with team members and host agency team to meet or exceed program goals
- Meet or exceed professional development training and attend conferences
- Perform other duties as assigned by CT APEX Director

JOB REQUIREMENTS:

- Demonstrated leadership and organizational skills
- Excellent communications skills, both verbal and written
- Adept and willingness to learn how to do business with the government
- Proficient with email management, internet research, file management, social media, word processing, database management, experience with social media marketing and podcasting
- Team oriented and possess a cooperative approach when interacting with co-workers and supervisor and supportive of clients
- Job entails travel to meetings and events, reliable transportation is required
- Must be self sufficient and perform responsibilities in a fast-paced environment

CORE COMPETENCIES:

- Computer skills – Skilled in the use of computers and adapts to other technology platforms, learns new programs quickly, incorporates technology with clients and at events
- Customer service - Problem solver, handles client questions, maintains a positive tone through all communication channels politely and efficiently, follows procedure. Gets to know company products and services, maintains pleasant and professional image.
- Dependability – Meets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure, meets attendance/punctuality requirements.
- Integrity/Ethics – Deals with others in a straightforward and honest manner, is accountable for actions, maintains confidentiality, supports program mission, goals, metrics
- Teamwork – Meets all team deadlines and responsibilities, listens to others and values opinions, contributes 100 percent to meet or exceed program goals, promotes a team and synergetic atmosphere

EDUCATION /EXPERIENCE:

- Minimum: Bachelors degree in the following fields: business, law, finance, economics, marketing, organization, management, education
- Preferred: Masters degree in the following fields: business, law, finance, economics, marketing, organization, management, education
- Preferred: Two years or more of federal government contracting or program management experience, either within government, private industry or APEX Accelerator
- Veterans and educators encouraged to apply