



Administrative Assistant

OUR MISSION... To advise, guide and maximize Georgia's real estate portfolio by applying industry best practices in asset, space and transaction management.

Georgia State Properties Commission (SPC) is responsible for the acquisition and disposition of all State owned real property and all real property interests. Additionally, SPC provides leasing assistance to State entities in the location of State owned or commercially owned space.

Job Information
Job Type: Full-Time
Number of Vacancies: 1
Pay Grade: 14
Hiring Salary Range: \$32,418.30 - \$45,000.00
Location: Atlanta, GA
Opens: December 7, 2015
Closes: December 16, 2015
(Must be received by 5 p.m.)

To obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5668 or e-mail

hr-email@spo.ga.gov

SPC will attempt to meet reasonable accommodation requests whenever possible.

INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to: hr-email@spo.ga.gov

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email: [Administrative Assistant](#)



Website: www.gspc.ga.gov

Position Overview

Duties: Under general supervision, provides professional-level administrative support to management which requires exercise of independent judgment and initiative. Provision of administrative support includes, but is not limited to: assist internal and external customers; resolves issues; prepares research data; scheduling, maintaining manager's calendar; coordinate meetings and agendas; make travel arrangements; and type and/or compose letters.

Minimum Qualifications (Agency Specific): High school diploma or GED and three (3) years of experience in performing administrative tasks.

Preferred Qualifications (Agency Specific): Bachelor's degree or experience working in State government. Experience with document management systems and familiarity with real estate documents such as deeds, easements, licenses, leases, etc.

Competencies: Strong written, verbal and customer service skills; ability to collect and organize information; ability to plan and prioritize work. Ability to initiate, compose and accurately type correspondence and administrative documents. Must be a team player with initiative and flexibility. Proficient in the use of Microsoft Office.

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. SPC will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

SPC is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.

