

**PTAC Technical Assistant
Procurement Technical Assistance Center (PTAC)**

The Northwest Michigan Procurement Technical Assistance Center (PTAC) is seeking a motivated, tech-savvy, results-driven professional as Technical Assistant. This position provides administrative and technical support to a multi-county PTAC which assists companies in Northwest Michigan and the Upper Peninsula successfully obtain and perform under local, state, and federal government contracts.

The position will be located in Traverse City but may require some travel within the State.

Successful PTAC Technical Assistant will be responsible for the following:

- Administrative support of PTAC team members
- Manage client intake
- Maintain electronic records
- Coordinate and participate in marketing and outreach activities related to PTAC
- Assist with PTAC (in-seat and virtual) event logistics
- Coordinate PTAC web page updates.
- Participate in professional development opportunities as assigned to enhance job skills.
- Performs other duties as assigned.

Qualifications:

- Associates degree in business or two years' business experience desired.
- Outstanding Internet research skills and full competence in Microsoft Office products required
- Ability to work effectively as a member of a team.
- Creative and problem solving skills.
- Outstanding oral and written communication skills.
- Knowledge of and demonstrated skill using multiple computer-based interfaces such as Google, GoToMeeting, Zoom, Constant Contact, LinkedIn and other social media platforms. Database management, a plus.
- Possession of a valid driver's license and insurable to drive agency vehicles.

This is a part time, 24 hour per week position paying \$19 per hour with prorated sick, vacation and holiday pay. Flexible schedule available. Position is afforded use of a computer and use of an agency car for business travel. **Please submit resume and cover letter by Monday, January 24, at 5:00 PM to: cathy.fairbanks@networksnorthwest.org. Include "PTAC Technical Assistant Position." in subject line.**