



Genwest Systems, Inc.  
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Genwest Systems Inc., an equal opportunity employer, is accepting applications for a **Purchase Assistant**, supporting our clients in the National Oceanic and Atmospheric Administration (NOAA), Oceanic and Atmospheric Research (OAR), Pacific Marine Environmental Lab (PMEL), working from NOAA offices in Seattle, Washington.

This position will support the Administrative and Technical Services Division and the lab at the National Oceanic and Atmospheric Administration (NOAA), Pacific Marine Environmental Laboratory (PMEL). The Administrative and Technical Services Division of PMEL has a requirement for administrative support for critical functions to fully meet PMEL's mission goals.

**Position Duties:**

- Handle requests for information from internal staff as well as the public.
- Review regulations relevant to acquisition decisions and processes.
- Check vendors for active SAM.gov registrations.
- Verify Section 889 telecommunication information of potential vendors.
- Transcribe various information, notes, memos, etc. to NOAA letterhead in accordance with established policy.
- Build supporting document files for potential purchase card transactions.
- Communicate via e-mail, phone, and fax with scientists within and outside NOAA, as well as with those from foreign countries.
- Seek out potential sources for purchases.
- Review vendor size standard for a given purchase.
- Search and document product/service availability from mandatory and non-mandatory sources.
- Make calls and online inquiries across NOAA, other agencies, and private vendors.
- Support generation of procurement packages.

**Minimum Knowledge, Skills, and Abilities:**

*The successful candidate will be expected to demonstrate the listed qualifications in his/her resume and interview:*

- Proficiency with Microsoft Excel and Microsoft Word
- Proficiency with Google applications (e.g., Gmail, Calendar, Docs, etc.)
- Familiarity with web-based applications; experience with government applications would be seen as a plus
- Ability to develop a strong understanding of the Government Purchase Card Program and the guidance surrounding it
- Highly organized and detail oriented
- Must be able to interpret and act on nuanced information
- Proficiency with Adobe Acrobat Pro
- General knowledge of government acquisition regulations is desired
- General knowledge of federal administrative regulations is desired
- Proven ability to manage a high-demand workload in a fast-paced environment
- Demonstrated flexible and pro-active approach to problem solving

- Excellent listening, verbal and written communication skills to build collaborative relationships
- Knowledge of grammar, spelling, punctuation, and required formats sufficient to recognize and correct such errors in correspondence and reports.

Applicants must have strong skills in understanding and communicating complex concepts, problem solving, and working effectively and patiently as part of a high performing team with high expectations, and diverse views and opinions.

**Compensation:**

Compensation will be determined based on the experience and qualifications of the successful applicant in combination with contract budget. The position is eligible for a full-time benefit package that includes health insurance, paid personal and holiday leave, 401(k) program eligibility, and employee disability and life insurance.

**Application Guidance:**

- Relevant experience and certifications should be included in resume
- May include one page cover letter describing your experience that relates directly to the job duties stated in this posting
- Must include three references that can confirm your experience

**To Apply:**

Please email a resume and 3 references to [hr@genwest.com](mailto:hr@genwest.com). **Please include any cover letter, your resume and references in a single .pdf (Adobe Acrobat) attachment with your name included in the .pdf file name.** Also, if applying directly, please include the words, "Purchase Assistant" in the subject line of your email.

Applicants selected for interviews will be contacted via email. The position will remain open until filled, with priority given to applications received by **June 18, 2021**.