**Operations Administrator I (with hispanic language skils)**

**Company Overview:**

Founded in 1992, Prorizon Corporation is a versatile firm providing outsourced procurement services to Fortune 500 companies residing in North America, South America, and Asia. Its main focus is providing software and personnel to streamline and reduce costs in the area of procurement operations and asset control. Prorizon’s customers have included Computer Sciences Corporation, Nortel Networks, Bombardier Transportation, ING Insurance Company and others. Our company is located in the Kennesaw, Georgia.

**Job Summary:**

Prorizon is looking for a self-motivated and dedicated individual to work in our executive management and procurement support group. Experience at working both independently and in a team-oriented, collaborative environment is essential. The candidate should be able to conform to shifting priorities in spending strategies, product demands and customer requirements. The job functions include: executive administrative support, operation of our proprietary LAN procurement system, help resolve customer support with procurement issues for our national and international customers and provide support to the accounting functions. This position is an excellent opportunity to get involved in the $100 billion procurement business.

**Responsibilities:**

* Support day-to-day executive functions, including but not limited to, arranging conference call, completing Word, Excel and PowerPoing documents, returning calls, assemblying sales materials
* Be very knowledgeable about Prorizon’s proprietary Internet and LAN applications
* Able to confidently converse with customers, vendors, service providers, outsourcers, and/or contractors
* Metrics Reports – Be comfortable assiting with the creation and delivery of purchasing and inventory reports, bid proposals, requirements documentation, and tender documents.
* Establish and maintain regular written and in-person communications with the organization’s executives, department heads, and end users regarding pertinent procurement activities.

**Requirements:**

* 0-3 years direct work experience in corporate administration support; any Information Technology exposure is a plus
* Well versed in: Windows W2K/W2003, Word, Excel; experience with PowerPoint is a plus
* Working knowledge of current IT technologies
* Must have strong verbal and written communications skill in English as well as Hispanic languages
* Strong interpersonal skills.
* Ability to effectively take ownership, prioritize and execute tasks is crucial
* Must have a strong working knowledge of the Internet

**Work Conditions:**

* Overtime may be required
* Sitting for extended periods of time
* Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices and objects
* Physically able to participate in sessions, presentations, and meetings
* Some travel may be required for the purpose of meeting with customers, vendors, suppliers, service providers, or off-site contractors

**Compensation and Hours:**

Salaried position; compensation commensurate with experience

**Send Resume To:**

By fax: Prorizon Corporation, Attention HR Manager, 770-579-1692

By Email: hr@prorizon.com

For More Information: Look us up on www.prorizon.com

Prorizon Corporation

Employee Resume Form

**Prorizon Corporation – Standard Employee Resume Form**

To apply for a position with Prorizon Corporation, please fill out this form, email it with your resume to [HR@Prorizon.com](mailto:HR@Prorizon.com). If you resume do not provide all the information requested on this form and attach a full resume in the email, you may lose consideration for a job.

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| --- | --- | --- | --- | --- | --- |
| **1** | Job title in announcement | **2** | Years of Specific Experience | **3** | Resume Date |

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|  | Procurement Specialist II | | | |  |  |  | |  | |
| **4** | Last name | First and middle names | | | | | **5** | | Nick Name: | |
|  |  | |  | | | |  | |  | |
| **6** | Mailing address | | | | | | **7** | | Phone numbers (include area code) | |
|  |  | | | | | |  | | Daytime (   ) | |
|  | City | | | State | ZIP Code | | |  |  |  |
|  |  | | |  | - | | |  | Evening | (   ) |

***WORK EXPERIENCE***

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| **8** | Describe your specific work experience related to the job listing for which you are applying. Do **not** attach job descriptions. | | | | | | | | | |
|  | | Job title | | | | | | | | |
| **1)** | |  | | | | | | | | |
|  | | From (MM/YY) | To (MM/YY) | | Salary | | Per | | | Hours per week |
|  | |  |  | | $ | |  | | |  |
|  | | Employer’s name and address | | | | | | | | Supervisor’s name and phone number |
|  | |  | | | | | | | |  |
|  | |  | | | | | | | | (   ) |
|  | | Describe your duties and accomplishments | | | | | | | | |
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|  | | Job title | | | | | | | | |
| **2)** | |  | | | | | | | | |
|  | | From (MM/YY) | | To (MM/YY) | | Salary | | per | | Hours per week |
|  | |  | |  | | $ | | |  |  |
|  | | Employer’s name and address | | | | | | | | Supervisor’s name and phone number |
|  | |  | | | | | | | |  |
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|  | | Describe your duties and accomplishments | | | | | | | | |
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| **9** | | May we contact your current supervisor? | | |
|  | **YES** | | **NO** | If we need to contact your current supervisor before making an offer, we will contact you first. |

***EDUCATION***

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| **10** | Mark highest level completed. | **Some HS** | **HS/GED** | **Associate** | **Bachelor** | **Master** | **Doctoral** |

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| **11** | Last high school (HS) or GED school. Give the school’s name, city, State, ZIP Code (if known), and year diploma or GED received. | | | | | | | | |
|  |  | | | | | | | | |
| **12** | Colleges and universities attended. Do **not** attach a copy of your transcript unless requested. | | | | | | | | |
|  | Name | | | Total Credits Earned | | Major(s) | Degree - | Year | |
| **1)** |  | | | Semester | Quarter |  | (if any) | Received | |
|  | City | State | ZIP Code |  |  |  |  | |  |
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***OTHER QUALIFICATIONS***

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| **13** | **Job-related** training courses (give title and year). **Job-related** skills (other languages, computer software/hardware, tools, machinery, typing speed, etc. **Job-related** certificates and licenses (current only). **Job-related** honors, awards, and special accomplishments(publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards.) Give dates, but do **not** send documents unless requested. |
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***GENERAL***

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| **14** | Are you a U.S. citizen? | | **YES** | |  | | **NO** | |  | If no, give the country of your citizenship. | | |
| **15** | Is English your first language? | | **YES** | |  | | **NO** | |  | What foreign languages do you speak fluently? | | |
|  |  | | | | | | | | |  | | |
| **16** | What level of experience in scanning and researching products and/or vendors on the Internet have you had in the last year? | | **YES** | |  | | **NO** | |  | Explain: | | |
| **17** | Why did you leave your last job? | | | | | | | | | | | |
| **18** | Rate your ability to handle simultaneous priorities (1-9) | | | | | | | | |  | | |
| **19** | Rate your ability to use Microsoft Word (1-9) | | | | | | | | |  | | |
| **20** | Rate your ability to use Microsoft Excel (1-9) | | | | | | | | |  | | |
| **21** | Rate your ability to use Microsoft PowerPoint (1-9) | | | | | | | | |  | | |
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| **22** | How many years of office administtration experience do you have? | | | | | | | | |  | | |
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| **23** | How many years of procurement related experience do you have? | | | | | | | | |  | | |
|  | Have you used SAP? | | | **YES** | |  | **NO** |  | |  | | |
|  | Have you used Oracle? | | | **YES** | |  | **NO** |  | |  | | |
|  | Have you used Ariba? | | | **YES** | |  | **NO** |  | |  | | |
|  | Have you used Procurement Systems? | | | **YES** | |  | **NO** |  | | If yes, please explain: | | |
| **24** | What other job-related training courses or certification do you hold? | | | | | | | | | Explain: | | |
| **25** | Describe the level of experience you have in working within contract specifications or Service Level Agreements for a customer. | | | | | | | | | Explain: | | |
| **26** | Describe the level of experience you have in negotiating pricing, terms and conditions of sale dealing with vendors? | | | | | | | | | Explain: | | |
|  |  | | | | | | | | |  | | |
| **27** | References: | | | | | | | | | | | |
|  | Name: |  | | | | | Phone #: | | |  | Professional Reference: |  |
|  | Name: |  | | | | | Phone #: | | |  | Professional Reference: |  |
|  | Name: |  | | | | | Phone #: | | |  | Professional Reference: |  |
|  | Name: |  | | | | | Phone #: | | |  | Professional Reference: |  |

***APPLICANT CERTIFICATION***

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| **18** | **I** **certify** that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith.  **I understand** that false or fraudulent information on or attached to this application may be grounds for not hiring me or firing me after I begin work. **I understand** that any information I give may be investigated. |

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| **SIGNATURE** |  | **DATE SIGNED** |  |