



Metropolitan Nashville Airport AuthoritySM

Contract Service Specialist (Requisition: 17-0042)

Responsible for supporting activities involving the solicitation and purchase of goods and services in accordance with MNAA processes. Other responsibilities include preparing solicitation packages for annual contracts, identifying the best value that is consistent with MNAA's needs, and serving as a backup for the Specification Writer as needed.

- Supports activities involved in the purchase of goods and services in accordance with MNAA processes.
- Prepares and issues solicitation agenda.
- Prepares and processes award documents.
- Maintains Contractor Performance Reports.

Knowledge of the principles and practices of contract preparation, costing, auditing, management and administration. Principles, practices, laws and regulations related to purchasing. Contract compliance for Disadvantage Business Enterprise (DBE) program, Small Minority and Woman-Owned Business Enterprise (SMWBE) program, and related federal, state and local regulations.

High school diploma or equivalent. Bachelor's Degree in a related field preferred.

Accepting applications through: Friday, October 20, 2017

Salary Range: \$35,991 – \$44,989

Work Schedule: Monday – Friday, 8 a.m. – 5 p.m.

For a complete job description and to apply, visit:

<https://www.flynashville.com/about/pages/careers.aspx>

A kiosk is available in the Human Resources Department located on the fourth floor of the terminal.

The Metropolitan Nashville Airport Authority is an Equal Opportunity Employer and Drug Free Workplace.

Human Resources, One Terminal Drive, Suite 501, Nashville, TN 37214 - (615) 275-1622

Hours: Monday – Friday, 8 a.m. – 5 p.m.

Employment with the Metropolitan Nashville Airport Authority is contingent upon the ability to be granted a security badge as mandated by the FAA. Post job offer background checks include an education/experience check, a medical physical exam, a drug screen, a motor vehicle report, a credit report and a fingerprint-based criminal history records check.