

Procurement Technical Assistance Professional

The Montana Procurement Technical Assistance Center is seeking strong candidates with the ability to provide comprehensive technical assistance in government contracting procedures to individuals/firms contemplating work in the contracting arena. This position requires a highly motivated individual with strong oral and written communication skills. REQUIRED: Bachelor's degree in business, industrial technology, engineering or related field; minimum of 5 years business related experience; professional training and presentation capabilities; professional "consultative" approach; self-directed ability to meet goals and objectives. Salary is DOE and includes full benefit package. Must apply by January 31, 2012. Job description, application & instructions for submission avail. at bigskyeconomicdevelopment.org or by calling 406-256-6871.

Submit cover letter, resume and completed application to

Big Sky Economic Development

Attn: PTAC Position

222 N. 32nd Street, Suite 200

Billings, MT 59101

**PLEASE ATTACH AN EMPLOYMENT HISTORY
(Last 10 Years)**

This section must be completed entirely. List all work experience, paid or unpaid, beginning with your current or most recent job. Include military experience as well as volunteer jobs that you wish to have considered as part of your qualifications for the position you are seeking.

Position/Title _____ Start Date: _____ End Date: _____

Employer: _____

Address: _____ City/State/Zip: _____

Salary: _____ Full Time () Part Time ()

Supervisor's Name/Title: _____ Phone: _____

Reason For Leaving: _____

Position/Title _____ Start Date: _____ End Date: _____

Employer: _____

Address: _____ City/State/Zip: _____

Salary: _____ Full Time () Part Time ()

Supervisor's Name/Title: _____ Phone: _____

Reason For Leaving: _____

Position/Title _____ Start Date: _____ End Date: _____

Employer: _____

Address: _____ City/State/Zip: _____

Salary: _____ Full Time () Part Time ()

Supervisor's Name/Title: _____ Phone: _____

Reason For Leaving: _____

ADDITIONAL INFORMATION

Have you ever been employed by this company before? When? In what job? _____

Do you have a relative working for this company? _____ Yes _____ No If yes please explain, this will not exclude you from hire _____

Have you ever been convicted of a felony? _____ Yes _____ No If yes, please explain, this will not exclude you from hire _____

READ THE FOLLOWING CAREFULLY, THEN SIGN AND DATE THE APPLICATION:

Your interest in employment with Big Sky Economic Development Authority is sincerely appreciated. Please feel free to include additional comments that you feel will be helpful in evaluating your qualifications for the position.

I understand that falsification, misrepresentation or omission of information is sufficient cause for rejection of this application, or if hired, dismissal from employment.

Date: _____ Signature: _____