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## City of Atlanta Jobs — City Procurement Support Specialist — Atlanta, GA, USA

### Description

Readers comparing City of Atlanta Jobs in Atlanta, GA, USA can examine the City Procurement Support Specialist occupation to better understand municipal purchasing and supplier records. Practical assignments may include checking purchasing requests, maintaining vendor registration records, and tracking order and invoice documentation. Practical skills in procurement support, vendor records, and invoice tracking help teams stay organized and deliver reliable work.

### Responsibilities

- Checking purchasing requests.
- Maintaining vendor registration records.
- Tracking order and invoice documentation.

### Qualifications

- Working familiarity with procurement support and vendor records.
- Comfortable with checking purchasing requests and checking details before handover.
- Able to prioritize assigned tasks and document work for the next team member.

### Experience

Experience organizing information connected to municipal purchasing and supplier records is particularly transferable.

### Skills

procurement support, vendor records, invoice tracking, City Procurement Support Specialist

### Career Information

Explore City of Atlanta career and organization information to find current openings and application instructions.

**Hiring organization**
City of Atlanta

**Employment Type**

**Industry**
Local Government

**Job Location**
Atlanta, GA, United States

**Date posted**
November 19, 2026

**Valid through**
2026-11-20