

Acquisition Support - Contract Specialist II & V - Job Description - Herndon, VA

POSITION: *Acquisition Support - Contract Specialist II & V*

TIME COMMITMENT: Full-time

SALARY: DOE

PRIMARY LOCATION: Herndon, VA

JW Industries Group is looking for an experienced Acquisition Support - Contract Specialist II & V. These are full-time position with potential for growth depending on work performance.

Acquisition Support - Contract Specialist II

Education: At a minimum, a Bachelor's Degree is required from an accredited educational institution authorized to grant baccalaureate degrees; or at least 24 semester hours of study from an accredited institution of higher education in any combination of the following fields: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management (this requirement can be obtained within the degree or in addition to the degree). Substitution of two years of experience with an Associate's Degree or 4 years of experience with no degree is allowed.

Duties: A minimum of two to four years of contracting experience demonstrating a practicable knowledge of procurement practices and procedures is required. Individual should have experience in awarding and administering purchase orders, federal supply schedule orders, delivery orders and task orders under indefinite delivery/indefinite quantity contracts, along with experience in negotiating acquisitions. Individual must have experience in documenting cost/price analysis, including pre and post negotiation memorandums, memorandum for record(s), and award summaries. Should be able to effectively communicate with a high volume and variety of people daily. Experience in supply and service contracts is required; experience in research and development and professional services is desired. Experience in clerical and technical support work that primarily consisted on typing, filing, maintaining or verifying records, or other kinds of activities that did not provide appropriate experience as described above does not qualify, whether or not it was performed in a contracting/procurement environment.

Acquisition Support - Contract Specialist V

Education: At a minimum, a Bachelor's Degree is required from an accredited educational institution authorized to grant baccalaureate degrees that includes 24 semester hours of study in any combination of the following fields: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management (this requirement can be obtained within the degree or in addition to the degree).

Duties: A minimum of sixteen to twenty plus years of general and/or contracting experience is required that demonstrates practicable knowledge of procurement practices and procedures including Government or commercial purchasing rental, or lease of supplies, and equipment through open-market methods, placement of purchase orders, placement of orders under blanket purchase agreements or

under indefinite delivery contracts such as federal supply schedules, or other purchase procedures pertinent to contracting, contract negotiation, administration, or termination functions that included preparing solicitations, contract modifications, or supporting procurement documents, evaluating and reporting on performance of contractors in meeting contract terms. Demonstrated skill in obtaining and analyzing product and price data for contract negotiations, and conducting comparative analysis of vendor terms and/or price quotations with historical data to develop recommendations on vendor selection, terms, or prices. Should be able to effectively communicate with a high volume and variety of people daily. Specialized experience includes negotiating and awarding contracts, contract modifications, and/or subcontracts, developing, preparing, and presenting terms and conditions in bids or proposals related to the awards of contracts, evaluating methods and efficiencies of allocating costs through various types of overhead and general administrative expense, experience leading and/or providing technical advice and assistance to a group of professional employees responsible for the oversight and implementation of contract administration workload to include contract closeout, pricing, DOI/IBC/AQD Support Services

negotiations and/or contract modifications. Experience in supplies and service contracts is required; experience in formal source selections and research and development is desired. Experience in clerical or technical support work that primarily consisted of typing, filing, maintaining or verifying records, or other kinds of activities that did not provide appropriate experience as described above does not qualify, whether or not it was performed in a contracting/procurement environment.

JWIG and its subsidiaries are Equal Opportunity / Affirmative Action employers. All qualified applicants will receive consideration for employment without regard to race, gender, color, age, sexual orientation, gender identification, national origin, religion, marital status, ancestry, citizenship, disability, protected veteran status, or any other factor prohibited by applicable law.