



POSITION DESCRIPTION

FUNCTIONAL JOB TITLE: Contract Specialist

LOCATION: Fort Belvoir, VA

SECURITY CLEARANCE: Active Secret clearance is required

EXPECTED TRAVEL: 10%

SUMMARY: The Mayvin Consulting Group, Inc. (Mayvin®) is currently seeking an experienced Contract Specialist that will support the United States Special Operations Command (USSOCOM) Program Manager Special Programs Office at Fort Belvoir, VA. This position serves as a junior contract specialist with complete responsibility for the development of acquisition strategy through contract execution, contract administration and contract closeout. PMSP is responsible for conducting the Research, Development, and Acquisition of materiel and life cycle sustainment in support of special operations forces (SOF).

Qualifications:

Education: The candidate must possess a Bachelor's degree in any of the following disciplines: accounting, business finance, law contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

Experience:

- The candidate must have at minimum of five (5) years of related experience in DoD contracting.
- Experience with Army contracting/acquisition is preferred, with USSOCOM desired
- Possess expert knowledge of contracting procedures, operations, and regulations (i.e. FAR)
- Strong communication, organizational, creative, analytical and problem solving skills.
- Ability to handle multiple tasks simultaneously and switch between tasks quickly.
- Ability to work in a team environment.
- Ability to create and maintain formal and informal networks.
- Experience with the military is preferred.
- Strong communication, organizational, creative, analytical and problem solving skills.
- Ability to handle multiple tasks simultaneously and switch between tasks quickly.
- Ability to work in a team environment.
- Ability to create and maintain formal and informal networks.

Responsibilities:

- Interpreting and applying procurement regulations and policies. Developing acquisition plans, developing procurement administrative lead time milestones. Implementing

approved contracting strategy to develop the solicitation document and/or requests for quotes. Performing detailed contract administration activities.

- Assist in preparation of the contracting data and reports to include: formal Acquisition Plans, Justification and Approval (J&As) for other than Full and Open Competition, Statement of Work (SOW), Statement of Objectives (SOO), Independent Government Research (IGE), Market Research, Contractor Data Requirements Lists (CDRLs), Determination and Findings (D&F), and other required documentation for a procurement.
- Assist in analyzing offers received, preparing a negotiation position, evaluating technical and cost proposals, and negotiating cost.
- Conducting extensive and sophisticated cost and pricing analyses. Maintain and prepare statistical acquisitions reports, formulation and maintenance of centralized electronic procurement files, and provide administrative support as required.
- Maintain files related to acquisition requirements and plans, monitor acquisition trends and patterns, coordinate input to data calls, and provide support to monitor funding.
- Maintain all required information for assigned projects in the PMSP database.
- Provide expert assistance and advice to PMSP as it relates to the research, development, and acquisition of materiel solutions in support of SOF initiatives.

About Mayvin:

The Mayvin Consulting Group, Inc. is a dynamic economically disadvantaged women-owned small business created out of a commitment to deliver unparalleled service to our clients. Our team brings expert knowledge of project management services specializing in Streamlined Acquisition and Operations Management to government organizations. We create effective strategies for program design, execution, and sustainment while implementing action plans to provide our clients with maximum visibility, access, and an impact that serves the needs of the United States. Our team has a diverse array of credentials directly related to providing a comprehensive mission support plan for both military and civilian agencies.

A "Mayvin" is a trusted expert in a particular field who seeks to pass knowledge on to others - a builder of networks, a communicator of knowledge.

Our compensation package includes a competitive salary and benefits package, along with a dynamic corporate culture and supportive team environment.

The Mayvin Consulting Group, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.