

<b>Job Title</b>	Senior Contract Specialist
<b>Education</b>	Bachelor's degree in a business-related field
<b>Required Experience</b>	GSA Networx and GSA Networx transition
<b>General Experience</b>	At least 10 years of government contract experience, a 4-year course of study leading to a bachelor's degree, that included or supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. Demonstration of successful completion of equivalent coursework for the FAC-C Level III.
<b>Description</b>	<p>Provide expertise in advising agency directors and senior staff members on contract administration which may Ability to plan, direct, and coordinate functional responsibilities of Contract Specialist and have the following additional skills and abilities:</p> <ul style="list-style-type: none"> <li>• Exceptional communication skills with the ability to act as business advisors to the government</li> <li>• Demonstrate expertise in FAR 16.505 and possess working knowledge of the FAR and GSAR and agency supplements as required</li> <li>• Provide expert advice on pre-award activities of task orders such as: acquisition planning, selecting appropriate acquisition method, review purchase requests, statements of work, and/or sole source justifications to determine completeness/adequacy, prepare and issue documents required for solicitation</li> <li>• Support various functions of awarding a task order, such as: evaluate proposals, negotiations and award contracts that contain specifications, terms, conditions and prices that represent the best value for the Government with minimal supervision</li> <li>• Create various acquisition documents and reports.</li> </ul>
<b>Job Location</b>	Washington, D.C.
<b>Application Method</b>	Resume sent to <a href="mailto:pbs_hr@weareplatinum.net">pbs_hr@weareplatinum.net</a> Subject Line – GSA Transition Senior Contract Specialist