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Senior Procurement Analyst

Hiring organization
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Description

We are looking to hire a Senior Procurement Analyst for a client to support the organization's mission by managing procurement activities. This role involves handling the full lifecycle of procurement processes, from strategy and planning to contract administration and closeout, ensuring the efficient acquisition of services, supplies, necessary software, and IT equipment.

Date posted

September 12, 2024

Responsibilities

- Identify and procure large-scale subsystems, components, equipment, and services through contract, including preparing and amending procurement requests, Statements of Work, and purchase requests.
- Develop and maintain procurement plans, milestone charts, schedules, and documentation such as determinations, findings, solicitations, and award documents.
- Conduct market research, analyze requests, and develop procurement objectives related to competition, price range, and contractual vehicles.
- Make recommendations on competition, support non-competitive actions, and assist with negotiation strategy, source selection, and contract awarding.
- Monitor procurement progress, interact with vendors, request, and respond to proposals, and participate in pre-proposal conferences.
- Assess contractors' financial responsibility, maintain procurement records/files, and ensure adherence to Quality Assurance Plan and DOS format and quality standards.
- Utilize Microsoft Office Suite® and other software for document preparation, data entry, and correspondence management, ensuring all documents and files are complete and up to date.
- Support the Contracting Officer in maintaining detailed contract and invoice files, submitting Procurement Database System actions, and preparing contract award actions for review in the Global Financial Management System (GFMS) Momentum.

Qualifications

- Bachelor's degree in relevant field.
- Minimum of 10 years' experience performing work as a contract specialist in a federal agency or military setting.

- Work experience in an educational or training institute preferred.
- Skills or experience relevant to the training division supported (e.g., foreign language skills or regional experience).
- U.S. citizenship is required.
- Proficiency in written and oral communication.
- Superior organizational skills.
- Ability to interact successfully with senior management and stakeholders.
- Ability to interact effectively in a multicultural setting.