

INDUS Job Requisition

Job Requisition Number: 20180108H	
Job Title: Contract/Acquisition Analyst	Salary Range: Negotiable
Work Location: San Diego, CA; Space & Naval Warfare Command (SPAWAR) – Old Town Campus	
Relocation Assistance: None	
Employment Type: Full Time, Salary/Exempt	Security Clearance: Secret
Posted Date: 08 January 2018	Closing Date: When Filled
<p>Mandatory Skill Requirements:</p> <ul style="list-style-type: none"> • 3+ years of experience Government contracts management and acquisition, including developing contract documentation (Acquisition Plans, PWSs, SOWs, CDRLs, all PR documentation, etc.). • Experience in all phases of the contract lifecycle (i.e., contract planning, solicitation/evaluation, award, administration, and closeout). • Knowledge of performance-based contracting, FAR and DFAR. • Knowledge of Government contracts and RFP process. • Experience with MS Office products. • Self-starter with ability to prioritize and multitask in a fast-paced environment. • Excellent oral and written communication skills. • Prior experience working with DoD (Army, Navy, Air Force, Marines). 	
<p>Job Duties:</p> <p>Provide contracts management support to the SPAWAR PMW 740 program office. Assist with the development and execution of contract strategies. Provide contractual policy and procedural input to the Acquisition Manager, Contracting Officer Representatives, Case Managers, and Case Analysts. Manage existing contracts, and assist with the development of new procurement packages. Support the development of acquisition documentation, procurement requests (PRs), Statements of Work (SOWs), Statement of Objectives (SOO), Performance Work Statements (PWS), track DD250's, invoices, CDRL's, and other deliverables. Participate in developing common processes related to contracts management.</p>	
<p>Education/Equivalent:</p> <p>BA/BS degree from an accredited college or university.</p>	
<p>Travel Required:</p> <p>Minimal</p>	
<p>Comments:</p> <p>Submit Employment Application and resume online at https://industechnology.applicantpro.com/jobs/702463.html.</p>	