



Contracts Management Analyst Sr

E3R, Contracts Management Analyst, Sr

Job Description:

E3R is seeking candidates to fill a Contracts Management Analyst Sr. Work on high-visibility or mission critical aspects of a given program and performs all functional duties identified above independently.

May oversee the efforts of less senior staff and/or be responsible for the efforts of all staff assigned to a specific job.

Functional Description:

- Draft procurement-related documents in accordance with FAR, DFARS, NMCARS, DoD 5000 series requirements.
- Coordinate Industry Days.
- Develop Requirements documents, to include Market Research Reports, Work Statements, Contract Data Requirements Lists (CDRL), Contract Line-Item Numbers (CLIN), DD-254s, Acquisition Plans, Source Selection Plans, Justifications & Approvals, and Determinations & Findings for activities approval by the Government.
- Provide administrative source selection support.
- Administer contracts, to include preparation of Procurement Requests, Modification Requests, Technical Direction Letters/Technical Instructions, and tracking obligations/expenditures, and deliverables.

Desired Knowledge, Skills, Abilities:

- Excellent oral and written skills.
- Excellent critical thinking skills.
- Proficient in Microsoft applications such as Word, Excel, PowerPoint, and Outlook.
- Ability to work independently and as a team member.
- Ability to learn and apply contracts management concepts to assigned duties.
- Working knowledge of the federal contracting process.

Certification (desired):

DAWIA Level II in Contracts Management or equivalent

Security Clearance Requirement: Secret

Place of Performance: San Diego, CA

Salary Range: \$110,000-\$150,000 (DOE)

Benefits: E3R has a comprehensive benefits plan which includes HMO/PPO Medical Plan Options, Employer Sponsored Health Reimbursement Arrangement, 401(k), Dental and Vision Plans, company paid Life Insurance, Voluntary Life and AD&D, Pet Insurance, Employee Assistance Program as well as Paid Time Off, Sick Leave and Paid Holidays.

Company Description:

Exceptional Employees for Exceptional Results (E3R) was founded June 6th, 2011 as a Service Disabled Veteran Owned Small Business. Our company name reflects our business model.

Corporate management and infrastructure do not provide direct support to our clients. Our E3R is committed to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, age, physical or mental disability, national origin, citizenship, military or veteran status, sexual orientation, gender identity and/or expression, genetic information, or other status protected by federal, state or local law.



employees do. If we attract and retain the best employees in our industry, we will be successful. If we fail to provide a quality workforce, nothing else matters. We achieve our purpose and our business success through hiring and retaining the very best employees in our industry.

How to apply: Interested candidates who meet the qualifications above should apply via the following link: <https://www.ondemandassessment.com/o/JB-5MPC3PI55/landing?u=1179041>

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