



Contracts Management Analyst Mid

E3R Opportunity, San Diego, CA; Contracts Management Analyst Mid:

Job Description:

E3R is seeking candidates to fill an Acquisition Analyst Mid. TIMEly Contracts Management Support. This position will lead program contracting efforts.

Functional Description:

- Draft procurement-related documents in accordance with FAR, DFARS, NMCARS, DoD 5000 series requirements.
- Assists in the coordination of Industry Days.
- Develops draft requirements documents, to include Market Research Reports, Work Statements, Contract Data Requirements Lists (CDRL), Acquisition Plans, Source Selection Plans, Justifications & Approvals, and Determinations & Findings for activities approval by the Government.
- Coordinates as needed on developing DD254s and initiating procurement initiation documents
- 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 data deliverables.

Certification: DAWIA Level II in Contracts Management or equivalent

Desired Knowledge, Skills, Abilities:

- Advanced language skills, both oral and written, for business agreements.
- Advanced critical thinking and analytical skills.
- Proficient in Microsoft applications such as Word, Excel, PowerPoint, and Outlook.
- Ability to work independently, and, as needed, as a contributing team member.
- Ability to learn and apply contracts management concepts to assigned duties.
- Working knowledge of the federal acquisition and contracting processes.

Travel: Occasional (<10%)

Security Clearance Requirement: Secret

Education Requirement: Bachelor Degree + 3 Years of Experience; or Associates Degree with 7 Years of Experience; or no degree with 9 Years of Experience

Place of Performance: San Diego PMW 770 Customer Site

Salary Range: \$90,000 - \$120,000

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.

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.



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 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/JP-P9LJPO9B0/landing?u=1179041>

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