



## **SENIOR CONTRACT SPECIALISTS**

### **CLEARANCE LEVEL: NCIC/NACI**

HyQuest is looking for several dynamic and responsible Senior Contract Specialists to join our team. The Senior Contract Specialists will provide a wide range of pre- and post-award acquisition services, to include program acquisition strategy development; requirements package documentation (cost analysis, market research, and market survey support); Performance Work Statement (PWS) development; post-award quality surveillance (QA) monitoring (assisting the government); and program staff training on identified acquisition processes and duties. The Senior Contract Specialists will analyze data and develop reports upon request.

### **RESPONSIBILITIES**

- Provide contract support at headquarters office and customer site
- Establish contract files and create systems for organizing records
- Prepare sales, purchase, and business partnership contracts
- Negotiate contract terms with internal and external business partners
- Review and update existing contracts
- Explain terms and conditions to managers and interested parties
- Ensure employees understand and comply with company contracts
- Analyze potential risks involved with specific contract terms
- Stay up-to date with legislative changes and coordinate with the legal department as needed
- Ensure all deadlines and conditions described in contracts are met (e.g., payments and shipping)
- Maintain organized system of physical and digital records
- Create language standards for existing and new contracts

### **REQUIREMENTS**

- Minimum of 10 years' experience in conducting comprehensive acquisition support activities
- Comparable DAWIA Level III or FAC-C certification in contracting
- **Working knowledge of Oracle Contract Lifecycle Management (CLM)**
- Ability to communicate effectively with senior personnel, verbally and in writing
- Ability to read and interpret federal acquisition policy, regulations, and directives
- Strong analytical and organizational skills
- Ability to work with varying seniority levels, including staff, managers, and external partners
- Degree in business administration, law degree, or business degree
- Ability to provide clear leadership, technical direction, and guidance to all junior-level acquisition personnel
- Telework is allowed as approved by the PM
- Excellent MS Office skills

**LOCATION**

These opportunities are in the Washington, D.C., and metropolitan area.

**PHYSICAL REQUIREMENTS**

The physical requirements are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**The above job description is not intended to be an all-inclusive list of duties and standards of the position. Other instructions and related duties may be assigned by the employee's manager.**

HyQuest Consulting Solutions, LLC, is an Equal Opportunity Employer (EOE), and we seek to create an inclusive workplace that embraces diverse backgrounds.