



Job Description

About Us:

IMSOLUTIONS, LLC (IMS) specializes in providing management and cost analysis support to government and commercial agencies. Our consultants have extensive experience working with the Department of Defense (DoD), Department of Treasury, USAID and other federal agencies. We have supported projects ranging from the acquisition of major weapon systems to the re-engineering of organizational operations. IMS has experience with working effectively at all levels of the organizational team including Integrated Product Teams (IPT).

Our Mission is to establish a flexible, best value, solution-oriented organization which provides quality and innovation management support services that will result in value added solutions and satisfied customers.

Company:

IMSolutions, LLC

Location:

Washington DC

Status:

Employee, Exempt

Contract Specialist / Administrator

Position Description:

IMSolutions, LLC is seeking a Contract Specialist / Administrator to support a Federal Government Client with the execution of its current workload and to enhance its own internal capabilities. Candidate will perform various contract responsibilities, which may include most all functions from cradle to grave. Functions may include acquisition planning, RFP/IFB preparation, market research/analysis, selection and administration of terms & conditions, cost and price analysis, negotiations, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Individuals as required will have experience with Cost Reimbursable, Fixed Price, Time & Materials, Commercial, and GSA Federal Supply Schedule contracting. Individuals will possess working knowledge of the FAR and agency supplements.

Contract Information

Company:

IMSolutions, LLC

Address:

3600 Pointe Center
Court, Suite 200
Dumfries, Virginia 22026

Email:

careers@imsolutionsllc.com

Phone:

703.221.2685

Fax:

703.221.2755

Experience / Educational Background:

- Qualified candidates must possess at least a bachelor's degree from an accredited college or university in a recognized field from an accredited college or university; or the equivalent experience commensurate with the level of expertise required;
- DAWIA and/or equivalent certifications and advance degree preferred.
- Qualified candidates should have experience with Federal standard acquisition procedures and methodologies that demonstrate that they have training or experience in planning, organizing and leading acquisition tasks and projects, and ensuring the quality of client deliverables.
- Experience with CAward, CBuy, CPARS, and Federal Procurement Data System (FPDS-NG) a plus.

Skills Required:

- Demonstrated skills in Excel and, MS PowerPoint, and MS Word required, Access preferred;
- Internet research, strong writing and oral communication skills; self-motivator;
- Demonstrated business acumen and ability to interact with senior executive level clients and high visibility issues;
- Demonstrated experience and understanding of organizational management and business processes;
- Demonstrated history of managing project teams, leading business development initiatives, and attracting and retaining professional staff;
- Good written and oral communication skills;

SECRET-level security clearance required and verifiable

We offer a competitive salary, excellent benefits, and exceptional opportunities to develop a rewarding career. For immediate consideration, please email your resume to careers@imsolutionsllc.com or fax to (703) 221-2755.