



**Requisition No.:** 2023-CO-003

**Need Date:** Immediate

**Job Family:** Contracts Specialist- Mid Level

**Position Type:** Full Time Position

**Exempt/Non-Exempt Classification:** Exempt

**Security Clearance Requirement:** The candidate must be clearable to DoD Secret Level.

**Location:** *In office:* 10611 Balls Ford Road, Suite 300 Manassas, VA 20109

**Education:**

Bachelor's Degree or equivalent work experience in the field of Business, Finance, or related field.

**Experience Level:**

Minimum of three (3) years of relevant contract administration experience within the federal government contracts arena.

**Travel:**

The candidate may on occasion be required to make local trips within the Washington DC metro area.

**Overview:**

This is a great opportunity to expand your skills by working in a dynamic environment supporting sonar systems for the US submarine community. Must be self-motivated with a strong work ethic and interpersonal skills. Sedna offers competitive salaries and benefits, but most importantly, career advancement opportunities. At Sedna, we highly value every employee and, pride ourselves on being extremely productive and delivering high quality products to our customers.

**Job Responsibilities:**

- Maintain working level understanding of the US Government Acquisition and Procurement environment
- Perform full life cycle contracts administration function with knowledge and application of federal government acquisition regulations (FAR/DFARS) and SBIR/STTR award programs
- Experience with various contract types: CPFF, CPIF, FFP, T&M
- Coordinate and negotiate contract modifications including changed to rates, terms, and conditions and scope of work

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- Ability to draft and negotiate terms and conditions related to non-disclosure agreements, teaming agreements, subcontracts, and other agreements
- Collaborate with subcontractors and vendors to establish and negotiate rates, terms, and conditions for subcontracting agreements
- Address non-standard terms, conditions, and documents to recommend solutions for any acquisition challenges
- Perform negotiations with Government, prime contractors, and subcontractors
- Assist in the preparation of proposals, both directly to the Government and to other prime contractors, including review and analysis of solicitations and conducting price analysis of subcontractors
- Work collaboratively with Program Managers in a business advisory role while maintaining a high level of customer satisfaction
- Works cooperatively with other functional departments (Human Resources, Finance, Security, Operations) to ensure contract acquisition and fulfillment is in accordance with Company policies and procedures

**Basic Qualifications:**

- Bachelor's Degree in Business, Finance, or related field
- Professional certifications (Certified Federal Contracts Manager or Certified Professional Contracts Manager) highly desirable
- Knowledge of federal acquisition laws and regulations, including Federal Acquisition Regulations (FAR), the Defense Federal Acquisition Regulations Supplement (DFARS). Experience with Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) programs desired.

**Sedna is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.**

