



Requisition No.: 2023-CO-003

Need Date: Immediate

Job Family: Contract Specialist- Mid Level

Position Type: Full Time Position

Exempt/Non-Exempt Classification: Exempt

Security Clearance Requirement: The candidate must be able to obtain a security clearance (DOD Secret)

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

Education:

Bachelor's Degree or equivalent work experience

Experience Level:

Minimum of three (3) years of relevant government contract administration experience

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 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 contract administration demonstrating with knowledge and application of federal government acquisition regulations (FAR/DFARS) and Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) award programs
- Coordinate and negotiate contract modifications including changes to rates, terms and conditions, and scope of work

Sedna Digital Solutions, LLC • 10611 Balls Ford Road Suite 300 • Manassas, VA 20109
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- Draft and negotiate terms and conditions related to non-disclosure agreements, teaming agreements, subcontracts, and other agreements
- Collaborate with various parties to establish and negotiate rates, terms, and conditions for subcontracting agreements
- Address non-standard terms, conditions, identify ways forward and reconcile solutions for any acquisition challenges
- Support negotiations with Government representatives, 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 for cost reasonableness
- Work collaboratively with Program Managers in a business advisory role to ensure contract compliance
- Coordinate 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
- Experience administrating various contract types: CPFF, CPIF, FFP, T&M
- 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 SBIR and STTR programs desired

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.