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**Requisition No.:** 2023-PR-004

**Need Date:** Immediate

**Job Family:** Procurement – Entry-Senior level based on qualifications.

**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 in a related field. An equivalent of 4 years of combined education, professional training, or related work experience may be substituted for Bachelor's requirement.

**Experience Level:** 2+ years of related professional experience preferred.

**Travel:** Not Required

**Overview:**

This is a great opportunity to work in a dynamic environment supporting software and hardware production for the submarine community. Candidates must be self-motivated with a strong work ethic and interpersonal skills. Must work well with the procurement team, contracts administration, accounting, engineering team and program management. Sedna offers competitive salaries and benefits, but most importantly, career advancement opportunities. At Sedna people are our greatest resource, we highly value every employee, and pride ourselves at being extremely productive while delivering high quality to our customers.

**Job Responsibilities:**

- Solicit bids, analyzes quotes, conducts cost/price analyses, negotiates price, and selects suppliers in relation to performance specifications
- Negotiate terms and conditions with suppliers such as price, quality, and schedule
- Coordinate with suppliers and project managers regarding updates and details of procurement requirements
- Coordinate engineering to review drawings and bill of materials to develop material requirements plans
- Execute purchase orders, follow-up with vendors, and develop strategic relationships across the industry

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SEDNA PROPRIETARY

- Monitor inventory and open commitments to ensure required delivery dates are met
- Analyze purchasing requirements and trends
- Provide technical and/or operational support to projects and programs across the enterprise
- Coordinate across the Sedna staff to inform favorable contractual obligations

**Qualifications:**

- Bachelor's degree in related field preferred
- Proven experience working as a procurement specialist as part of the defense industrial base
- Familiarity with relevant FAR/DFAR clauses and federal government requirements
- Excellent written and verbal communication skills
- Strong negotiation and problem-solving skills
- Exceptional interpersonal skills and rapport building
- Proficient in Microsoft Office products
- Knowledge of the industry and market conditions preferred
- Costpoint experience preferred
- Certification in the field of government procurement/supply chain preferred

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.