

Division/Department	CONTRACTING	Type of position:	New Concepts Management Solutions
Location	Open	<input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Contractor	www.ncm-solutions.com
Job Title	CONTRACTING SUPPORT SERVICES – Procurement Technician <ul style="list-style-type: none"> • Senior Level • Journeyman • Junior 	<input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Please send resumes to: info@ncm-solution.com

GENERAL DESCRIPTION/EXPERIENCE/EDUCATION: SENIOR LEVEL

Procurement Technician Senior Level: Provide technical support of procurement functions and programs and may serve as a systems administrator for automated contracting systems. Systems administrator functions for automated contracting systems. Work requires in-depth knowledge of the technical input/preparation of complex contract documents of multiple special terms and conditions with special clauses and unique provisions. Preparation recurring and special reports and compilation of statistics from data requiring substantial analysis and interpretation and development of unique formats. This encompasses a thorough knowledge of government automated contracting systems.

Minimum Experience Requirements: Ten years experience in the use of personal computers and office automation hardware and software tools (e.g. Word, PowerPoint, Excel, Access, etc) in support of the preparation of government contracts. The contractor shall be proficient in contract writing systems, closeout tasks, market research, and developing contract file documentation.

GENERAL DESCRIPTION/EXPERIENCE/EDUCATION: JOURNEYMAN LEVEL

Procurement Technician Journeyman Level: Perform clerical and technical work in support of procurement functions and programs. Work includes preparation of contract files, contract documents and correspondence as well as the preparation of recurring and special reports, standard queries, compilation/formatting of management data systems. Additional duties require the performance of general clerical duties to include, but not limited to, mail distribution, answering routing telephone inquiries, resolution of clerical and administrative problems in support of a government office operation.

Minimum Experience Requirement: Five years experience in using personal computers and related software to produce reports, prepare correspondence, compile statistics, in support of the preparation of government contracts. The contractor shall be proficient in contract writing systems, closeout tasks, market research, and developing contract file documentation.

GENERAL DESCRIPTION/EXPERIENCE/EDUCATION: JUNIOR LEVEL

Procurement Technician Junior Level: Duties include technical support of routine data entry into government procurement writing systems. Work will include additional administrative clerical duties of a general government office environment.

Minimum Experience Requirement: Three years experience in using personal computers and related software is required.

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Location	Open	<input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Contractor	www.ncm-solutions.com
Job Title	CONTRACTING SUPPORT SPECIALIST <ul style="list-style-type: none"> • Senior Level • Journeyman • Junior 	<input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Please send resumes to: info@ncm-solution.com

GENERAL DESCRIPTION/EXPERIENCE/EDUCATION: SENIOR LEVEL

Contract Support Specialist Senior Level: Duties include the performance of pre-and post-award procurement functions for a variety of complex, high dollar acquisitions. In-depth working knowledge of federal procurement regulations and policies as well as the ability to perform complex cost and pricing data analysis is required. Preparation of contractual files and electronic documents is also required. Work requires thorough research, analysis and reviews of all applicable policies, guidance and regulations to support Government Contracting Officer decision-making.

Minimum Experience Requirements: Fifteen years of government acquisition support, at least three of which involved a direct leadership/management role is required.

GENERAL DESCRIPTION/EXPERIENCE/EDUCATION: JOURNEYMAN LEVEL

Contract Support Specialist Journeyman Level: Duties are to perform all pre-award and post-award procurement functions for a variety of fixed-priced and cost reimbursement contracts. Work requires analysis and evaluation of certified cost and pricing data and other types of pricing information to determine price reasonableness. The individual will prepare contracting recommendations for the Contracting Officer that require research and interpretation of evolving government regulations, policies, guidance and laws.

Minimum Experience Requirements: Ten years of progressively responsible federal contracting pre- and/or post-award experience, either with, or in support of, a federal Government contracting office.

GENERAL DESCRIPTION/EXPERIENCE/EDUCATION: JUNIOR LEVEL

Contract Support Specialist Junior Level: Duties include providing routine contracting services such as acquisition planning, preparing solicitations, proposal analysis and post-award activities in support of less complex government acquisitions. Work includes assisting higher-level contracting personnel by preparing portions of less complex contractual documents and reading and interpreting basic procurement regulations, policies and directives.

Minimum Experience Requirement: At least three years of federal contracting experience is required.