



DCI/WRPS Skill Bridge Requirement for:
Procurement Specialist
Location: Richland, WA

Job Description:

- Procurement Specialist to support the Subcontracts group.
- Solicit, negotiate, place, and administer (including managing change) subcontracts for the purchase of goods and services
- Effect procurement plans, negotiate, and administer subcontracts to include:
 - Pre-planning
 - Request for Proposal (RFP)
 - Source selection
 - Milestone planning
 - Subcontract type determination
 - Price analysis
 - Award, post award administration
 - Change management, and closeout.
- Award and administer all types of service subcontracts
- Ensure appropriate fiscal responsibility is maintained and required policies, procedures, codes, standards, and federal regulations are properly adhered to and translated into legally binding contractual documents to protect and minimize the exposure of government and company liability, monetary and property loss, litigation, and disputes
- Comply with Washington River Protection Solutions (WRPS) policies and procedures
- Prepare contractual documents and correspondence (internal and external) to ensure compliance with all Federal laws as well as prime subcontract and WRPS procedural requirements
- Coordinate subcontract/purchase order activity between internal and external stakeholders and performs other duties as assigned
- Ensure ISMS principles are incorporated into organization's activities.

Required Qualifications:

- Bachelor's degree (BA/BS) in Business, Supply Chain, Finance, Accounting, or related field or equivalent (8 years) related experience.

Desired Qualifications:

- NCMA, ISMS participation.
- Knowledgeable in WRPS computer programs such as, but not limited to, Asset Suite, IDMS, iCAS, CLTR.
- Working knowledge of Federal Acquisitions Regulations (FAR) and Department of Energy Acquisition Regulations.
- Knowledge of MS Office, Adobe Acrobat, software.
- A thorough level of knowledge and understanding of the procurement cycle and associated cycle times.