



Contracts Management Analyst Sr.

E3R Opportunity, San Diego, CA; Contracts Management Analyst Sr.

Job Description:

E3R is seeking candidates to fill a Contracts Management Analyst Sr. Work on high-visibility or mission critical aspects of a given program and performs all functional duties identified above independently.

May oversee the efforts of less senior staff and/or be responsible for the efforts of all staff assigned to a specific job.

- Possess experience in evaluating and reviewing contract terms and conditions to ensure requirements are supporting project missions.
- Possess working knowledge of a wide range of contract types, methods, and techniques, and ability to provide recommendations in applying innovative ways to achieve better value procurement to support project missions
- Draft procurement-related documents in accordance with FAR, DFARS, NMCARS, DoD 5000 series requirements.
- Coordinate Industry Days.
- Develop Requirements documents, to include Market Research Reports, Work Statements, Contract Data Requirements Lists (CDRL), Contract Line Item Numbers (CLIN), DD-254s, Acquisition Plans, Source Selection Plans, Justifications & Approvals, and Determinations & Findings for activities approval by the Government.
- Provide administrative source selection support.
- Administer contracts, to include preparation of Procurement Requests, Modification Requests, Technical Direction Letters/Technical Instructions, and tracking obligations/expenditures, and deliverables.

Desired Knowledge, Skills, Abilities:

- DAWIA Certified Level III Contracts Management
- Excellent oral and written skills.
- Excellent critical thinking skills.
- Proficient in Microsoft applications such as Word, Excel, PowerPoint, and Outlook.
- Ability to work independently and as a team member.
- Ability to learn and apply contracts management concepts to assigned duties.
- Working knowledge of the federal contracting process.
- Need to have ten (10) years relevant experience

Security Clearance Requirement: Active Secret or Active within the last 2 years, no exceptions

Education Requirement: Master of Science from accredited college or university. Acceptable substitutions for Master's Degree is a Bachelor's Degree plus for (4) years of additional relevant work experience.

Travel Requirements: None



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Location: NAVWAR HQ San Diego, CA

Benefits: E3R has a comprehensive benefits plan which includes a Health Reimbursement Arrangement, 401(k), Dental and Vision Plans, company paid Life Insurance, Voluntary Life and AD&D, Pet Insurance, Employee Assistance Program as well as Paid Time Off, Sick Leave and Paid Holidays.

How to apply: Interested candidates who meet the qualifications above should respond with a cover letter "email", completed application and resume to morgan.henry@e3rinc.com.

Company Description:

Exceptional Employees for Exceptional Results (E3R) was founded June 6th, 2011 as a Service Disabled Veteran Owned Small Business. Our company name reflects our business model. Corporate management and infrastructure do not provide direct support to our clients. Our employees do. If we attract and retain the best employees in our industry, we will be successful. If we fail to provide a quality workforce, nothing else matters. We achieve our purpose and our business success through hiring and retaining the very best employees in our industry.