



Procurement Specialist III

 TRAX International / Greenbelt, MD

Classification: Exempt

Apply online: www.traxintl.com

Position Purpose

Responsible for administration of general contracting and procurement functions. Advises other Supply team leads and team procurement specialists in the procurement of materials and services in support of GSFC supply requirements. Reviews and analyzes performance indicators for procurement and advises the Purchasing Manager. Prepares specialized solicitation documents to include complex special terms, conditions, and clauses applicable to the requirements. Promotes business opportunities. Purchase order obligation authority is \$150,000.

Duties and Responsibilities:

- Communicates with Transportation, Shipping and Receiving personnel and internal/external Goddard Customers regarding routine Line and Bulk shipments status and schedules customer pickup.
- Administers the terms and conditions of contracts, introduces, and implements contract modifications.
- Supports the Supply Branch Manager and Purchasing Manager with analyzing proposed prices, evaluates technical and audit reports, forecasts price trends, and evaluates other pertinent economic factors.
- Assists and supports the Supply Branch Manager and Purchasing Manager in preparing plans and training, purchasing policies, selecting priorities, work objectives, delegation of work and procedures for the internal operations and procedures of the procurement phase of the commodity teams.
- Advises the Supply Branch Manager, Purchasing Manager, and Team Leads on compliance with the TRAX Purchasing Manual, Work Instructions, NASA FAR Supplement and the Federal Acquisition Regulations.
- Prepares special requirement purchases, as required. Experienced in Cost Reimbursable, Labor Hours, Time and Material and Fixed Price Contracts.
- Develops RFP requirements and conducts competitive procurements to include technical trade off and proposal response evaluation analysis and scoring. Prepares detailed analyses of

bids/proposals/quotations for adequate competition, most advantageous price, and technical compliance, when required.

- Follow up on late or delayed deliveries, as needed.
- Maintains records, reports, data, statistics and documentation and track order movement, as required.
- Practices personal integrity and fairness with supplier, always.
- Analyzes all Procurement Reports, update requisition status and expedite delinquent delivers.
- Performs other duties as assigned.

Required Skills and Qualifications:

- Excellent verbal and written communication skills.
- Eight years procurement and contracting experience including five years of supervisory experience with a firm/agency involved with government purchasing/contracting.
- Bachelor's Degree in business management, economics, accounting, finance, or another business-related field.
- One year of relevant professional-level work experience may be substituted for one year of required education. Relevant professional-level experience is defined as work experience must be at a professional-level in Federal Purchasing and Acquisitions.
- Specialized experience that has equipped the applicant with knowledge of the Federal Acquisition Regulation (FAR), Uniform Commercial Code (UCC) and contracting principles; laws, regulations, policies, and procedures governing the Federal Purchasing/Acquisition process.
- Experience with large ERP supply and accounting systems.
- Experience with Cost-Reimbursable, Time and Material, Labor Hours, and Firm Fixed Price type procurements.
- Experience with Cost and Price analysis and purchases that are awarded on a competitive or noncompetitive basis.
- Experienced in purchasing in a Certified Purchasing System (CPS) environment.
- Intermediate or advanced skills in Excel are required.
- Strong written and verbal communication skills are required.
- Highly developed analytical, critical thinking and problem-solving skills.
- Strong organizational skills and attention to detail is a top priority.
- Must share a commitment to maintaining a positive, collaborative work environment while simultaneously optimizing individual performance and contribution.

Physical Requirements:

- The work of this position is performed in an environmentally controlled office environment.
- Must be capable of sitting and entering data on a computer keyboard for extended periods of time.
- Must be able to view computer monitor for extended periods of time.
- Reasonable accommodation can be made to enable people with disabilities to perform the duties and responsibilities.

Terms of Employment and Eligibility Requirements

- Must be a U.S. Citizen
- Must possess a valid driver's license, without special restrictions.

- Must possess or be able to obtain a security clearance prior to employment and maintain security clearance for the duration of employment.

The lists above are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel in this position. TRAX International reserves the right to make changes to the job description whenever necessary.

TRAX is committed to an inclusive and diverse workplace that values and supports contributions of all individuals. TRAX is an equal opportunity employer of minorities, females, protected veterans, and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, familial status, pregnancy, ancestry, national origin, handicap, gender identity or expression, protected genetic information, disability status, protected veteran status, or any other characteristic protected by law.

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