

Acquisition Support Specialist (CS-01-18)

ROH, Incorporated, a technical services company, is looking for a Mid-Level Acquisition Support Specialist to provide on-site support to the U.S. Navy, Naval Sea Systems Command, Office of the Director of Ocean Engineering, Supervisor of Salvage and Diving (SUPSALV) at the Washington D.C. Navy Yard <http://www.navsea.navy.mil/Home/SUPSALV.aspx>

Candidate must have experience with financial or contract management as pertains to Navy or DoD acquisition programs. Candidate must have an active U.S. DoD security clearance, as well as great customer/people skills, exceptional work ethic, be a self-starter and detail-oriented. Experience with Standard Procurement System (SPS) and award fee contracts a plus. This position is an on-site contractor supporting the SUPSALV Finance and Procurement Division.

DUTIES

The Acquisition Support Specialist performs a variety of analytical and management tasks to support the development, negotiation, execution, award fee, and close out of all contracting and procurement actions. Support will include development and preparation of procurement requests, processing modifications, reconciliation of obligations and expenditures, preparation of accounting, procurement, and other financial documents and accessing/updating multiple proprietary and government databases.

Miscellaneous

Typical hours: 7:00 a.m. to 4:00 p.m.

Work in government/client space at the Washington Navy Yard, D.C., in proximity of Metro; Parking not permitted on base for contractors; nearby monthly pay parking available.

Mandatory cover letter or email summary must include at a minimum:

- Number of years working in Navy or DoD acquisition programs
- Status of U.S. DoD security clearance
- Position reference number: CS-01-18.
- Desired starting salary range

ROH is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity and sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.