

Contract Specialist (CS-02-18)

ROH, Incorporated, a technical services company, is looking for a Mid-Level Contract 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. Visit: <http://www.navsea.navy.mil/Home/SUPSALV.aspx>

Candidate must have experience with contract administration as pertains to DoD acquisition programs and be familiar with FAR contracting policies and procedures. 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.

DUTIES

The Contract Specialist performs a variety of analytical and management tasks to support the development, execution, award fee, and close out of ship salvage and diving service contracts. Support will include preparing procurement requests and delivery orders, processing modifications, reconciling obligations and expenditures, preparing accounting, procurement, and other financial documents and accessing/updating multiple proprietary and government databases.

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-02-18.

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.