



Vector Planning & Services, Inc.
591 Camino De La Reina, Suite 725
San Diego, CA 92108

Subject ID: Contracts Specialist

Location: McLean, VA

Position Description:

- Assist in facilitating, validating and documenting procedural changes required to migrate manually written contracts into the SPS system environment.
- Support SPS and business process-related meetings as requested, and perform actual contract migration work (data entry - historical contracts information into SPS)
- Provide support to users in converting contracts previously awarded outside of PD2 into PD2 and assist users to properly enter the contract into PD2.
- Identify and prioritize contracts that need to be transitioned into PD2.
- Investigate and propose resolutions for any issues that may arise related to necessary restructuring of existing contracts in order to fully comply with current system and regulatory requirements.
- Provide evaluations and recommendations for improvements in SPS business processes in light of up coming Navy Enterprise Resource Planning (NERP) system implementation.

Required experience:

- Bachelor's degree in a related discipline or an equivalent combination of education and experience strongly preferred, but not required.
- Must have hands-on work experience in Government contracting experience. Strong preference for work experience in contracts using SPS-PD2 technology.
- Thorough understanding of and prior work experience using FAR and DFAR.
- Active SECRET level DoD clearance and/or the ability to secure/maintain a Secret level clearance

Preferred experience includes:

- Experience migrating contracts from manual process/paperwork into SPS-PD2
- Demonstrated BPR experience in a contracting organization;
- Working knowledge of Microsoft Visio or equivalent architecture software and standard wire-diagram output.

Security Requirements: Active SECRET level DoD Clearance OR the ability to secure/maintain a Secret level clearance.

Submission Requirements: All resumes should be submitted to: Recruiter@myvpsi.com

Vector Planning and Services, Inc. is an EEO/AA Employer.