

JOB DESCRIPTION

Job Title Procurement Specialist

Job Function

The Procurement Specialist's responsibility is to provide government procurement related technical counsel and guidance to program clients who plan to participate in or are already marketing their goods and services to the Federal, State and/or local government entities and their prime and/or sub-contractors.

Accountability

The Procurement Specialist reports directly to the UCEDC Director of Procurement Programs.

Job Duties and Responsibilities

The specific functions include:

- Meeting prospective clients and determine their suitability to join the Program.
- Client inclusion in the Bid Matching Service and related database
- Counsel and advise clients in the areas of bid preparation and submission.
- Provide guidance in FAR and other applicable federal rules and regulations.
- Assist clients in obtaining applicable registrations and certifications.
- Maintain database and records
- Participate in the development and implementation of Procurement Program activities and related training seminars
- Assist the Director of Procurement Programs in effectively and efficiently delivering the program services to the targeted business community as planned.

Qualifications

- A bachelor's degree in business or other related fields (or acceptable equivalent combination of relevant education, training and experience)
- Four years of federal government procurement and/or contracts management experience
- Working knowledge of federal acquisition regulations and procedures
- Strong presentation and verbal skills
- Experience with database and software packages (Softshare, Wincats, Microsoft Office)
- Knowledge of and experience in delivery of services to small businesses

Please email or fax resumes to: afarrah@ucedc.com / 908-527-1207