



# **MARSHALL ★ COMMUNICATIONS**

**“We do more than satellite communications...”**

**Consider yourself an out-of-the-box thinker who likes to wear many hats?  
Seeking a small company environment with BIG company benefits?  
Interested in a challenging and rewarding career?**

**If so, your opportunity is knocking! ...**

Headquartered in Ashburn, Virginia, Marshall Communications Corporation is proud to be a leader in secure broadband satellite and IP multimedia services. We specialize in delivering value-added, end-to-end integrated satellite based telecommunications systems. Our goal is to provide the highest quality products and services at the most competitive prices. Due to growth, we are seeking a highly motivated, self-initiative and experienced Government Contracts/Program Manager to join our talented team of professionals!

## **Government Contracts/Program Manager**

In this role, we will rely on your out-of-the-box thinking and self-motivated personality to execute agreements and proposals. The following functions are key to the position:

- Manages and follows thru with GSA & other purchasing vehicles, government contracts modifications; GSA interface and other contracting officers for the management of the vehicle
- Program/project management of contract awards
- Interfaces/communicates/coordinates with Operations & Systems Engineering Divisions for references to Project/services
- Develops/coordinates proposal response; primary interface for the Proposal team and other internal personnel for successful proposal submissions
- Establishes/maintains internal/external customer and contract relationships
- Works/establishes with other internal personnel on pricing services/products; conducts competitive/cost benefit analysis
- Works with Accounting Division on proper invoicing for T&M, CPFF, FFP, etc. contracts
- Researches opportunities (INPUT, FedBizopps, FedSources, etc.); presents findings
- Ensures all internal/external requirements are met in accordance w/ gov't/FAR regulations
- Maintains/updates/obtains Company certifications, i.e., CCR, SBA/SDB, etc.; interfaces with The Defense Contracts Audio Agency (DCAA), the Defense Contracts Management Agency (DCMA), etc.
- Develops/works agreements, i.e., Subcontracts, Statement of Works (SOW), Non-Disclosures Agreement (NDA), Value-Added Reseller (VAR), Service Agreement (SA), Teaming Agreement (TA), etc.
- Other Duties as assigned
- This position will be responsible for the Project Accounting Module within Microsoft Dynamics. (Training will be provided upon successful completion of the candidate's 90-day Introductory Period.)
- Directly reports to the Vice President, Business & Finance

### **Qualifications:**

Ideal candidates will possess a Bachelor's degree plus 8 years relative work experience, or 10 years of relative work experience with pertinent Government contract certifications. Government contract experience is mandatory. DCAA experience is a plus. Familiarity with the satellite communications industry is desirable. U.S. Citizenship required.

### **The successful candidate will possess an excellent knowledge of / understanding of:**

- Government contracts and proposal development, processes/procedures
- Familiarity with satellite communications or telecommunications, desired
- GSA regulations, modification process, pricing
- Program management
- FAR/DFAR regulations
- Microsoft Office and Project

- Government Accounting practices and a Government Approved Accounting System
- Proper phone etiquette

**The successful candidate will possess the following attributes:**

- Verbal and written communications – clear, concise and effective
- Able to multitask – performs a wide variety of functions in a small business environment
- Works as a Team player
- Able to learn quickly and retain what's taught
- Customer-oriented
- Once established, works independently under a broad scope
- Able to think outside of the box
- Conscientious about completing the job/task; follows through with tasks
- Possess a strong work ethic
- Be flexible in a robust environment

**Benefits:**

We offer a competitive pay in addition to:

- Paid time off
- Medical, dental and vision benefits effective day one
- Future growth opportunities and movement within company
- Exciting, challenging and family-oriented work environment!

Our associates also enjoy an E.A.P. (Employee Assistance Program) through Optum Care 24—a free resource offering health information lines and additional work/life resources such as counseling, legal services, customized resources and referrals as well as practical information on hundreds of work/life topics at no cost.

EOE

**To Apply:**

<http://jobview.monster.com/Government-Contracts-Program-Manager-Job-Ashburn-VA-US-86655659.aspx>