



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 and experienced Senior Government Contracts/Program Specialist to join our talented team of professionals!

Senior Government Contracts/Program Specialist

In this role, we will rely on your out-of-the-box thinking and self-motivated personality to work as a team member, lead, manage and follow thru with the following responsibilities:

- Manages and follows through with GSA and other purchasing vehicles, government contracts modifications; GSA interface and other contracting officers for the management of the vehicle
- Performs program/project management of contract awards
- Interfaces/communicates/coordinates with Systems & Services 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 with government/FAR regulations
- Maintains/updates/obtains Company certifications, i.e., CCR, SBA/SDB, etc.; interfaces with The Defense Contracts Audit Agency (DCAA), the Defense Contracts Management Agency (DCMA), etc.
- Develops/works agreements, i.e., Subcontracts, Statements of Work (SOW), Non-Disclosure Agreements (NDA), Value-Added Reseller (VAR), Service Agreements (SA), Teaming Agreements (TA), etc.
- Maintains Project Accounting Module within Microsoft Dynamics NAV

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. GSA and

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 and good customer service

The successful candidate will possess the following attributes:

- Verbal and written communications – clear, concise and effective. Writing sample may be requested
- Able to multitask – performs a wide variety of functions in a small business environment
- Works as a Team player, but able to take initiative
- Able to learn quickly and retain material 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

Compensation:

Salary commensurate with education and experience

Benefits:

We value our employees' time and efforts. Our commitment to your success is enhanced by an extensive benefits package including paid time off, medical, dental and vision benefits effective day one, 401(k), future growth opportunities and movement within company, and an exciting, challenging and family-oriented work environment!

To Apply:

Please download and complete an employment application from our website, www.marshallcomm.com. Please submit your completed application and resume to jkiracofe@marshallcomm.com.