



Job Descriptions
D008 Job Descriptions

Job Title: **US Government Bidding Representative** FLSA Status: Non-Exempt
Department: Administrative Reports To: Director, Supply Chain Management
Revision Date: 1/1/2014

SUMMARY DESCRIPTION: The position maintains and improves the government bidding system within the company. This individual will lead all US government contract bidding and the government administration aspects for sales to Federal and State government contracts.

DUTIES AND RESPONSIBILITIES: This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

1. Review and identify that fit our core competencies on all government sites.
2. Create proposals and associated bid packages for government RFP or RFQ's.
3. Ensure compliance to FARS and DFAR regulations.
4. Ensure the organization meets all of the requirements for Government Contracts.
5. Ensure all contract related documents are executed in a timely manner, meeting the stipulated deadlines on new, existing, and termed contracts (facilitate process so upper management is briefed and prepared to sign government related documents within 48 hours or less).
6. Serving as liaison between Government regulatory agencies and the Corporation.
7. Subcontract Administration where applicable and in accordance with relative regulations.
8. Maintain registration of SAM including Reqs. and Certs.

SUPERVISION:

N/A

EXPERIENCE AND QUALIFICATIONS: Must have extensive knowledge with DIBBS, SNAP, or GSA contracting vehicles and basic understanding of FAR (Federal Acquisition Regulations) and DFAR (Defense Federal Acquisition Regulations) and CFR (Federal Code of Regulations).

Requires a degree in Contract and Procurement Management or a Certified Federal Contract Manager Certificate (CFCM) or 2-4 years of experience in the government contracting environment. Candidate must be proficient in government contract development, contract standards, and contract language.

Demonstrates experience in federal acquisition regulations, contract administration, cost and price analysis (specifically firm-fixed price), and cradle to grave contract administration. Experience on the government buying side will be considered as well.

Strong skills with MS Office products, including MS Word and Excel. Minimal travel required.

PHYSICAL REQUIREMENTS:

Finger dexterity for operation of personal computer and routine paperwork.