



Procurement Specialist – Government Contracts Counselor

Statement of Duties

Incumbent in the position provides specialized and professional technical assistance to individuals and businesses that are seeking to pursue and successfully perform contracting and subcontracting opportunities with the Department of Defense (DoD), federal and state agencies, and local/municipal governments.

Essential Functions

- Counsel Rhode Island companies in all aspects of government contracting and subcontracting in compliance with the active Defense Logistics Agency's Cooperative Agreement.
- Provide in-depth assistance to a caseload of clients via one-on-one meetings, phone calls, email and video conferencing.
- Research and prepare strategic recommendations on moving a client forward to becoming successful government contractors.
- Develop and present training sessions to clients and prospective clients.
- Maintain a current knowledge of federal, state and local government contracting laws, policies and procedures and socioeconomic programs.
- Maintain complete and accurate documentation of services provided during all counseling sessions, preserving client confidentiality.
- Utilize the Outreach Systems data base management system and the Bid-Match search engine to provide required federal and internal reports and to communicate solicitation opportunities to clients.
- Maintain current resources for government procurement information and assistance including web sites, newsletters, agency contacts, and private sector contacts.
- Identify and document client success stories attesting to the procurement technical assistance provided to clients for each award year.

Minimum Qualifications

- A candidate for this position should have a bachelor's degree with a business background preferably in government contracting.
- A minimum of three to five years' industry or government experience as a government contracts/procurement officer, government vendor or government marketing specialist.
- Must have a working knowledge of the FAR and RI State procurement regulations. Well-developed oral and written communication skills and working knowledge of office related software.
- Ability to interact and present information in a clear and concise manner.
- Ability to conduct independent research; analyze and interpret results; and develop comprehensive reports and proposals.
- Ability to plan, organize and manage multiple projects and to adapt workload to changing priorities.
- Must have skills to exercise considerable judgment, and discretion in establishing and maintaining effective working relationships across all levels of the organization and with external individuals and groups.
- Proficiency in ecommerce applications — specifically internet and database applications. A working knowledge of SBIR/STTR, OTs and other government innovation/commercialization programs helpful.

To be considered for this position, candidates must submit a cover letter along with a professional resume via email to:

Rhode Island Commerce Corporation
job.opportunities@commerceri.com

- Rhode Island Commerce Corporation is an at-will employer; no employment contracts exist.
- The Rhode Island Commerce Corporation (the 'Corporation') is an Equal Opportunity Employer. The Corporation does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.