



**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:

- 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 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.
- 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 offer a competitive pay in addition to:

- Paid time off
- Medical, dental and vision benefits effective day one
- 401(k) with Company matching
- Future growth opportunities and movement within company
- Exciting, challenging and family-oriented work environment!

To Apply:

Please visit our website, <http://www.marshallcomm.com/OnlineApplication/>.