
Opening: *Vivacious Contract Specialist*

Location: Carson, CA

Pay: \$40,000-\$50,000 Annually

Hours: Full Time

Benefits: 401K, Flexible Spending, Employee Assistance Program, Medical, Dental and Vision.

Requirements: High School Diploma with a minimum of three (3) years related work experience or a Bachelors Degree in Marketing, Business or Rhetoric, Reliable Vehicle, Drivers License, Vehicle Registration, Insurance, Valid photo ID, Proof of citizenship, and Security check.

Who are we? HPC is one of Southern California's top providers of program management and assistance to disadvantaged people re-entering the workforce. We market positive, punishment-free, motivation-enhancing counseling and advice. Services certified and funded through a wide range of key organizations including the Social Security Administration, the U.S Department of Labor, and the California Department of Corrections. We provide excellent employee opportunities for continued career development and are an equal opportunity employer. Find out more about how the success of our clients is our most important product by going to www.HPCEmployment.org.

The position: The ideal applicant will provide evidence of (1) reviewing requests for sub-contract services to include but not limited to: obtaining price quotations, negotiating and administering assigned contracts/purchase orders to include necessary price/cost analyses, (2) attending GSA conferences that include but are not limited to marketing strategies, workshops on small businesses and the construction of GSA contracts, (3) analyzing requirements and gathering all pertinent information to the statement of work or specifications as necessary to draft, review and negotiate proposed contracts, (4) forming agreements, maintenance agreements, supplier agreements and statements of work, nondisclosure agreements and other commercial agreements, (5) preparing solicitation documents, (6) obtaining solicitations of proposals from prospective contractors, coordinating the technical evaluation to determine acceptability of technical proposals, (7) establishing contractor responsibilities and developing negotiation strategies, (8) developing contract awards to the Contract Manager and preparing sub-contract award documentations, (9) conducting vendor capability surveys and maintaining approved vendor source files, (10) collaborating with an interdisciplinary team including: Business Development and the Human Resource Department to ensure that necessary contractual requirements are established and met, (11) preparing action plans and schedules, (12) following up on referrals resulting from field activity (13) establishing and maintaining current client and potential client relationships, (14) identifying and resolving client conflicts, (15) preparing and maintaining a variety of reports to include but not limited to: status, activity, closings, follow-ups and adherence of goals, (16) the ability to grow and understand new technology and industry developments and (13) completing other projects as required. The ideal applicant will demonstrate superior abilities and skills in (1) managing one's own time, (2) being honest and ethical, (3) a willingness to take on responsibilities and challenges, (4) accepting criticism and dealing calmly and effectively with high stress situations, (5) being open to change (positive or negative) and to considerable variety in the workplace, (6) being reliable, responsible, and dependable, and fulfilling obligations, (7) being careful about details and thorough in completing tasks, and (8) giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

To apply: Request a preliminary application packet from our Human Resource Department. You may contact the Human Resources Dept. at (310) 756-1560. Submit to resume@hpcemployment.org or fax to (310) 756-1562.