**Job Identification**

* Job Title: Coordinator, Contract Administration and Pricing Support
* Department: Contract Administration & Pricing Support
* Reports to: Director, Contract Administration and Pricing Support
* Location: Alexandria, Virginia
* Grade: 16
* FLSA Status: Non-Exempt

**Statement of Purpose**

To maintain and expand employment opportunities for people who are blind by providing support to Contract Administration and Pricing Support (CAPS) staff as directed for research, systems and data maintenance, records management, monitoring external systems, disseminating critical documents, and report development and generation to ensure compliance with the all regulatory and internal processes, policies and procedures.

## **Business Communication**

* Employees in Other Divisions Frequently
* Supervisory Personnel Frequently
* Associated Agency Personnel Occasionally
* Federal and/or State Government Agencies Occasionally
* Private Sector Business Occasionally

**Education**

An Associates degree or higher from a regionally accredited college or university. An equivalent combination of education and experience is also acceptable..

**Training and Specialized Knowledge**

* Clerical and/or administrative including records management and/or research
* Excellent oral and written communication skills.
* Able to work independently and/or remotely.
* Must be able to successfully function in a fast-paced environment and collaborate with teams to manage shifting priorities, maintain accuracy and ensure adherence to established schedules and deadlines.
* Proficient with MS Office, excellent Excel skills (required).
* Experience with ERP systems desirable.

**Core Competencies:**

* Accountability
* Communication Skills
* Ethics /Integrity
* Customer Care
* Job Knowledge/ Technical Skills
* Process Improvement

**Experience:**

* Minimum one to two (1-2) years prior experience performing office clerical, administrative, research oriented or records management duties (required).
* Prior experience using Microsoft Office (required) and database ERP systems (desirable).
* Experience capturing and compiling data and documented information and developing and maintaining reports, spreadsheets, and systems.
* Demonstrated high level of detail and accuracy in all work performed with minimal amount of rework required.
* Demonstrated customer service skills dealing with internal and external customers.

## **Travel:**

Up to 5%

**Specific Duties and Responsibilities:**

* Assist with maintaining and supporting staff through utilization of NIB’s Oracle based ERP system.
* Assist with maintaining CAPS S: and O: drive folders and files IAW CAPS Records Management procedures.
* Perform research as assigned, gather and compile data and reports, and develop responses to data calls and periodic reports as required.
* Assist with preparing for periodic internal and external audits (ISO, DCMA, SBA, GSA, U.S. AbilityOne Commission),
* Prepare quarterly files and distribute among stakeholders (commercial distributor price list, BSC price list, and e-Commerce price list).
* Assist with preparation of contract closeout requests.
* Assist with responses to commercial requests for quotes and proposals.
* Perform document conversion as needed to render paper-based documents in digital, OCR accessible form.
* Support pricing and contract administration staff with routine administrative duties such as preparation of documentation associated with solicitations and requests for proposals, market research on products and inputting data in market surveys and IS/PLIMS package preparation.

This job description does not imply that these are the only duties to be performed. The incumbent in this position will perform such other tasks as may be required for the effective operation of the Division/Department upon receipt by his/her supervisor.

**NIB IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**NIB is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, sexual orientation, gender identity, national origin, disability, or protected Veteran status.**

I have read and understand the duties of the position.

Incumbent signature: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_