* Contract Closeout Specialist Opportunities for Department of Defense

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Organization: Nationals Industries for the Blind

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Future Career Opportunities available for Blind Professionals: Contract Close Out Specialists Needed for the Department of Defense.

The National Industries for the Blind’s Contract Management Support Training Program is assisting associated agencies recruit and hire qualified blind professionals as Contract Close Out Specialists for the Department of Defense. The positions will be located across the country, but primarily in Richmond, VA.

What is National Industries for the Blind?

NIB’s mission is to enhance the opportunities for economic and personal independence of persons who are blind, primarily through creating, sustaining and improving employment. Jobs ranging from manufacturing to call centers, high-tech distribution and management exist through a nationwide network of associated agencies.

Where are these jobs located?

Positions will be located potentially in Richmond, VA

JOB REQUIREMENTS:

• Will complete contract close out process as required by standard operating procedures and directed by site supervisor.
• The process requires payment history validation of any products or services.
• Prepare closeout documents for contracting officer review and approval as required by standard operating procedures.

Contract Close-Out
• Contract Close-Out Specialist Coursework
• NIB is partnering with the Department of Defense’s Defense Acquisition University (DAU) to provide the core training courses required to establish a foundation on contract management. With the contract close-out training, you will receive the online training needed to familiarize yourself with the tasks required to conduct contract management.

Requirements: Please be sure that you meet all of the following before applying:
• Must be legally blind
• US citizen
• A four year business degree or 24 business credits. Equivalent work experience considered.
• Highly proficient in computer technology (Word, Excel) and Assistive technology (JAWS, Window Eyes, ZoomText)
• Excellent verbal and written communications skills required.
• Attention to detail and accuracy are crucial.
• Must be team oriented with a strong work ethic.
• Required Training: DAU coursework (online)

How to apply or get more information?
Visit [www.nib.org](http://www.nib.org) and click on our Contract Management Support section to review the requirements and Frequently Asked Questions or contact the CMS team at cms.info@nib.org.

Contact: Billy Parker at bparker@nib.org or 703-310-0560

URL: <http://www.nib.org/about-us/careers>