Rhode Island Commerce
CORPORATION

Job Posting

Government Contracts Counselor

Incumbent in this position provides specialized and professional assistance to Rhode Island businesses seeking to learn about and/or grow their market share of contracting and subcontracting opportunities with the Department of Defense, other federal agencies, and state and local governments. This position supports the Procurement Technical Assistance Center (PTAC) which is funded, in part, through a cooperative agreement from the Department of Defense (DoD) through a program that is administered by the Defense Logistics Agency (DLA).

The primary job duties and responsibilities for this position are as follows:

- Counsels Rhode Island companies in all aspects of government contracting and subcontracting in compliance with our federal cost sharing agreement. Methods include, but are not limited to, one-on-one counseling, training workshops, and participated events.
- Maintains currency in federal, state and local government contracting laws, policies and procedures.
- Utilizes the Neoserra database management system and its Bid-Match search engine to provide required federal and internal reports, and to communicate solicitation opportunities to clients. Creates online counseling reports to document the Procurement Technical Assistance provided to clients.
- Maintains a database of resources for government procurement information and assistance including web sites, newsletters, agency contacts, and publications.
- Identifies and documents client success stories attesting to the Procurement Technical Assistance provided to clients.

Minimum Qualifications

A candidate for this position should have at least a Bachelor's Degree, and a business background with, preferably, a minimum of three (3) to five (5) years' government contracting experience from industry or government, as a government contracts/procurement officer, government vendor or government marketing specialist. In addition, the candidate should have

- A working knowledge of Federal procurement regulations (e.g., FAR, DFARS);
- Well-developed oral and written communication skills and working knowledge of office related software and ecommerce applications (e.g., internet and database applications);
- The ability to interact and present information in a clear and concise manner;
- The ability to conduct independent research, analyze and interpret results;
- The ability to plan, organize and manage multiple projects and to adapt the workload to changing priorities;
- The skills to exercise considerable judgment, innovation and discretion in establishing and maintaining effective working relationships across all levels of the organization and with external individuals and groups;
- Excellent active listening skills and a passion to help Rhode Island businesses grow their market share of government contracting opportunities.

Posting will remain open until **Friday, June 19, 2015**. Please submit a cover letter with salary requirements and a professional resume, preferably via e-mail, to the following. ***Please note that this position is funded, in part, by an annual federal grant.***

Rhode Island Commerce Corporation
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