

## **SOF AT&L CONTRACTING CAREERS POSITION REQUIREMENTS**

### **CONTRACT SPECIALISTS/CONTRACT OFFICERS**

Contract Specialists provide procurement support to requiring activities and program offices, identify and promote attainable procurement objectives, develop solid negotiation positions, and provide business advice and assistance in development of acquisition strategies / milestones. Considered a functional and technical expert by others within the organization and are consistently sought for advice and assistance. Efforts result in improved communication and teamwork of acquisition, contracting, and logistics activities to enable the global DoD enterprise. Contract Officers will do these functions as well as lead/finalize negotiation positions and conduct negotiations with our industry partners, conduct source selections, complete contractual documents, and ensure all policy, procedure, and statutory regulation is followed.

### **PROCUREMENT ANALYST**

As a Procurement Analyst, you may draft contract policy and/or update the Special Operations Federal Acquisition Regulations Supplement (SOFARS)/Desktop Contracting Guide (DCG). You may also support the e-Business team or perform contract compliance/procurement oversight, training, and pricing.