



Jacobs Technology
Engineering & Science Contract Group
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Houston, TX 77058
281-461-2300

Jacobs Technology - Engineering and Science Contract Group (ESCG) is looking for a talented Buyer/Subcontract Administrator. Are you interested? You can check out all the ESCG openings at www.jacobstechnology.com.

Subject: Buyer (2153) job description

Develops purchase order and subcontract file documents, procure commercial and specialized materials, equipment, and services. Prepare request for proposal packages, evaluate proposals, conduct negotiations of pricing and provisions, select or recommend subcontractors, and administer resulting orders. Analyze market trends, follow up of orders placed, verify delivery, approve payment and maintains necessary records and documentation. Award and fully document purchase order and subcontracts that are firm fixed price, IDIQ, time and material, labor hour or cost type in accordance with federal acquisition regulations. Negotiate and coordinate additions, deletions, or modifications to purchase orders and subcontracts. Participate in the development, implementation and training of program procurement policies and procedures. Participate in Small Business outreach efforts when required. Perform other duties as required.

This is an ESCG position with Jacobs Technology. Typically requires a Bachelor's degree from an accredited college and a minimum of 5 years experience in the field or a related area; prefer degree in Business or related discipline. Previous experience in the procurement of materials, labor, software licenses, maintenance agreements, mechanical services, and blanket purchase agreements. Experience developing construction type subcontracts and purchase orders for manufacturing of build to print hardware. Knowledge and understanding of the Federal Acquisition Regulations and working in the NASA space flight environment strongly desired. Strong verbal and written communication skills and proficiency with Microsoft Office suite. Must meet eligibility requirements to receive and maintain a DoD security clearance. Management has the prerogative to select at any level for which this position has been advertised.

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