

SMALL BUSINESS SPECIALIST

SUMMARY

The Small Business Specialist will assist the Small Business Officer with administration of the subcontracting program. This will include reporting activities, maintaining records, proposal writing, traveling to and attending trade shows and other industry activities.

The Small Business Specialist will also assist with the associated procurement processes, policies and procedures.

Essential Duties and Responsibilities (but not limited to):

- Assist with quarterly and annual reporting activities.
- Ensure Small Business Master List is updated with new business certifications used to identify companies as small or large businesses.
- Assist with writing subcontracting plans for contracts expected to be over \$1,000,000 by developing small business goals through utilization of the bill of material, classifying all suppliers to calculate goals, and forwarding to the estimating department for approval.
- Aid in proposal writing for new bids ensuring government requirements have been met.
- Interface with potential suppliers: assist, guide and direct through the appropriate paperwork and provide appropriate contact information.
- Coordinate annual training of the purchasing and contracts team.
- Ensure that company is always ready for audit review by the Naval Facilities or SBA in all areas of the small business program by updating documentation and reviewing that all processes and procedures are clear and in writing.
- Travel and participate in conferences providing Black Construction Corporation visibility to customers and to perform outreach to new small businesses to obtain goals established by FAR.
- Develop small business dashboard for leadership providing information on new outreach activities.
- Develop internal small business goals and implement metrics to measure.
- Gain understanding of FAR and DFAR clauses that pertain to small business.

ESSENTIAL DUTIES [PURCHASING]

- Thorough working knowledge of procurement process, policies and procedures
- Logistics and Ocean Freight Activities
- Extensive knowledge and ability to negotiate best vendor terms, pricing and delivery based on specific budget and schedule requirements
- Ability to read Bill of Materials / Specifications / Construction Drawings
- Knowledge of Construction Division Materials work planning and methods engineering processes and procedures

QUALIFICATIONS

- Proficient in the use of Microsoft Office Suite products (Word and Excel).
- Demonstrated problem-solving skills and attention to detail.
- Ability to travel.
- Strong interpersonal skills.
- Strong written and verbal communication skills.
- Previous experience in purchasing or contracts.
- Small business liaison experience.
- Negotiation skills preferred
- This is a fulltime position that will require some evenings and weekends as necessary

EDUCATIONAL REQUIREMENTS

- Bachelor's Degree in business, operations management or related work experience in related field.
- 1 year previous work experience in office or manufacturing setting.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.