



Federal Contract Specialist

WHO WE ARE:

Muse Technologies is an 8a, female-owned company. Our expertise in government and industry ensures that we provide our clients with customized Leadership, Technology, and Management solutions that overcome obstacles, and get results. Just as our employees are diverse, so are our clients.

WHAT YOU WILL DO:

The **Federal Contract Specialist** will play a key role in advancing the start-up of our projects. If you want an exciting career where you use your previous expertise and can develop and grow your career even further, then this is the opportunity for you. Responsibilities will include but not be limited to the following duties:

ESSENTIAL RESPONSIBILITIES:

- Involved in preparing, negotiating, tracking and finalizing various documentation.
- Manages all required contractual agreements. This includes distribution, negotiation of budget and language, tracking and finalization.
- Proactively identifies site contract related risks and potential roadblocks.
- Prepares contract approval timelines and leads efforts to obtain contract approval to meet deliverables.
- Maintains consistent communication with project team and sites regarding status of all contractual requirements to ensure the client deliverables and expectations are achieved.
- Maintains tracking regarding site contracts and budgets and provides regular updates by the study team to the project team and client regarding status and efforts to ensure timelines are maintained.
- Participates in corporate initiatives and actions that ensure the continued success of the company.

WHAT MATTERS TO US:

- Bachelor degree
- 4 years Federal Government acquisition experience
- Experience in Pre-Solicitation, Solicitation, Award and Modification Document creation.
- Proficient with computers and Microsoft Office
- Proficient in data entry
- Basic written/grammar skills.



- Proficient communication skills both verbal and electronic.
- Hold / Held a FAC-C or DAWIA Certification
- Experience with Prism Based Contract Writing System. (EAS)
- Must be able to obtain a favorable background check.
- Ability to secure a government security clearance.

WHAT WILL MATTER TO YOU:

Muse Technologies offers its employees' salaries that are commensurate with their experience, and that are market compatible. This position may have multiple duty locations in the Washington, DC metropolitan commuting area. The employee will be expected to report to various work locations as directed without additional compensation for travel.

ANY ADDITIONAL DETAILS

Muse Technologies does not discriminate based on race, color, creed, religion, gender identity, sexual orientation, gender identity, age, mental or physical disability, ancestry, marital status, and national origin. We are an equal opportunity employer, and we encourage military veterans to apply.

Muse participates in the E-Verify Employment Verification Program.

Subject to applicable law, all prospective hires will be required to show proof of COVID-19 vaccination as a condition of employment. Reasonable accommodation will be considered.