



Title: Federal Contracting Specialist

Location: REMOTE

Employment type: Full-time

Seniority-level: Associate

This position supports ATP Gov in their Government and Public Services Sector through the administration of Government Wide Acquisition Contracts (GWACs), IDIQs, Federal Supply Schedules (GSA MAS), State and Local Municipality contract vehicles and the like. Candidates must have previous experience supporting and meeting the ongoing requirements of one or more of these vehicles. This role supports activities that enable our company to secure and maintain positions on new and existing contract vehicles, interfaces with internal and external clients, ensures completion of contract projects and performs reviews and analysis of sales and products on the GWACS.

#### DUTIES & RESPONSIBILITIES

- Responsible for compliance and accuracy of contract administration within area of responsibility
- Serve as subject matter expert for specific contracts/programs
- Provide contract level knowledge and training for sales and other company personnel as required
- Proposal support to divisions and business units regarding the use of specific contracts/programs
- Develop and maintain highly effective relationships with government contract management offices and industry partners
- Maintain and supervise all contract specific reporting requirements to ensure on-time reporting and payment of fees (if any).

- Ensure all contract data requirements are met in accordance with contractual requirements and T&Cs
- Maintain and update all catalogs, schedules, price lists, offerings, etc. as required by contract
- Review, manage and administer contracts, orders and modifications
- Review and analyze solicitations, contract requirements, special provisions and T&Cs to ensure compliance with appropriate laws, regulations, corporate policies and procedures
- Monitor and execute contract close out, extension, or renewal
- Work with the sales team to ensure best results are achieved
- Other duties as assigned

### REQUIREMENTS

- Bachelor's Degree
- Previous experience in contracting and proposal support
- Excellent oral and written communication skills
- Strong leadership skills and ability to work well with a team
- Ability to multi-task
- Strong organizational skills
- Willingness to travel

### ADDITIONAL DETAILS

Compensation includes a base salary, commission, and benefits (PTO, 401(K), Health Insurance). ATP Gov is an Equal Opportunity Employer.

ATP Gov is a leading provider of information technology solutions for the Federal Government. Our customers rely on us to meet their goals and technology challenges with intelligent solutions. We have carved a niche by anticipating our clients' needs and focusing on their mission, not ours. We provide the highest quality computer products, supplies, and services at competitive prices via notable contracts such as SEWP V, GSA, 2GIT, and ADMC-3. We pride ourselves on the depth and breadth of our partnerships, that range from proven industry leaders to partners with solutions on the forefront of technology. Regardless of how our customers consume technology, ATP Gov can help them prepare for what's next.

In addition to our Greater Chicago Headquarters, we have representatives all over the United States and support that stretches across the globe. To learn more, visit our website at [www.atpgov.com](http://www.atpgov.com) or call 1-877-223-2667 or 1-847-952-6900

SEND APPLICATIONS TO

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