



Title: Federal Buyer

Location: REMOTE

Employment Type: Full-time

Summary:

ATP Gov is looking for a highly motivated individual seeking a challenging and rewarding opportunity as a Federal Buyer within our Purchasing department. This is a remote, full-time, salaried position. For consideration, please identify the Government-Wide Acquisition Contracts (GWACs) you have prior experience with on your resume/CV.

Duties & Responsibilities:

- Create, manage, and direct purchase orders daily to meet government-required delivery deadlines
- Review sales orders for contract compliance and coordinate modifications as necessary with sales
- Interact with vendors on a day-to-day basis to ensure product set to deliver on schedule
- Track the status of purchase orders and proofs of delivery daily
- Proactively update sales, program managers, and customers on order status
- Create and submit invoices to accounting
- Process and manage returns and vendor RMAs
- Perform other duties as assigned

Qualifications:

- 3 to 5 Years of Federal Government buying experience a must. Applicants not meeting this requirement will not be considered for this position.
- Understanding of general Federal procurement regulations; FAR guidelines; and knowledge of Federal contracts
- High school diploma or equivalent
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) required.
- Strong attention to detail and high accuracy rate in a fast-paced environment
- Ability to learn and adapt to changing business requirements
- Organized, positive, analytical and able to work well alone or with a team
- Familiarity with ISO 9001 and Supply Chain Risk Management procedures is a plus

Additional Details:

Includes a competitive base salary and full 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 client's 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 Northern Virginia 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 or call 1-888-425-1339.

SEND APPLICATIONS TO: HR@atpgov.com