

Contract Specialist – Professional Services

Port Authority is seeking a Contract Specialist – Professional Services to actively strategize and facilitate the development of Requests for Proposals (RFP). Provide end user department with services, guidance, coordination and consultation to identify procurement objectives and methodologies based upon policy and procedures to secure professional service agreements and provide contract administration support for such agreements. To assist Port Authority in preparing for and responding to various State, Local, and Federal Audits. Provide support to the Manager of Contract Administration – Professional Services.

Essential Functions:

Oversees, implement, and prepares RFP solicitations according to procedures mandated by the State, Federal Transit Administration (FTA), or other agencies; including, but not limited to:

- Coordinates the internal review process for the routing and approval of RFPs and contracts.
- Schedule, coordinate, and conducts pre-proposal meetings; prepares and distributes records of pre-proposal meetings to interested parties.
- Facilitating the receipt of RFP questions, review, and prepare responses to requests for clarification.
- Budget coordination, boilerplate development, scope of work development and RFP preparation.
- Performing as the Port Authority's designated contact for the proposal solicitation process.
- Directing the activities of the Evaluation Committees and the RFP Evaluation process.

Job requirements include:

- Bachelor's degree in Business Administration or related field from an accredited school. Contract Administration experience may be substituted for the education on a year-for-year basis.
- Minimum of five (5) years' contract administration experience procuring capital and non-capital contracts including preparing request for proposals, bid documents, negotiations, administering awards, contracts and preparing requisitions.
- Experience utilizing a Purchasing/Inventory software system with regard to purchase orders and bid processes.
- Excellent interpersonal, written and oral communication skills with the ability to work well in a team environment.
- Strong organizational, time management, multi-tasking capacities, detail oriented with accurate mathematical calculations, and the ability to work with minimum supervision.
- Demonstrated ability in the use of Microsoft Windows, Word and Excel. Superior ability to work with technology.

Preferred attributes:

- BA/BS degree in contract management or procurement field from an accredited school.
- Electronic procurement experience in PeopleSoft / Oracle.
- Contract management or related certification.
- Valid PA driver's license.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (with salary requirements) and resume to:

Alex Kumnik
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EOE