

Acquisition Specialist Training and Readiness Accelerator (TReX)

About NSTXL

The National Security Technology Accelerator (NSTXL) harvests innovative technology from the commercial and non-defense marketplace, ensuring the development of better, cheaper, and faster defense capabilities. We offer a unique and simplified approach to rapidly develop, demonstrate, and assess prototypes that address a range of operational and installation needs, from individual Warfighter technology up to large-scale installation projects. NSTXL delivers technology to the Warfighter by serving as a one-stop shop to match government requirements with innovative private-sector and academic solutions.

Each of our OTAs is a distinct member-based not-for-profit with its own membership that is managed and serviced by NSTXL. Currently, our OTAs have more than 600 corporate, non-profit, educational, and financial institution members. For these members, NSTXL offers opportunities to bid on government contracts, education and training, and live/virtual forums on a wide variety of topics.

Job Description

The National Security Technology Accelerator (NSTXL), a fast-growing provider of acquisition services to the US federal government, is looking for a contracting and acquisition specialists work directly with government program and contracting offices, as well as industry, to identify, refine, and clarify requirements; craft and implement acquisition approaches; support the issuance and management of government solicitations; and then negotiate and contract with selected vendors. Through our innovative acquisition approach, we issue clearly defined solicitations through our OTAs that garner interest from a broad array of traditional and non-traditional vendors.

Location:

- Strongly Desired: Close proximity to Orlando, FL
- Alternative locations may be considered
- Remote work will be authorized at a to-be-determined level
- Travel for this position is estimated at 10% - 20% (contingent on travel restrictions)

Key Responsibilities

Our Acquisition Specialist will work in concert with the Acquisition Manager to provide responsive contracting support for each prototype project pursued & administered under the U.S. Army's *Training and Readiness Accelerator (TReX)* -- a rapid contracting vehicle that expedites the development, demonstration, and delivery of prototypes to increase Warfighter readiness through modeling & simulation and experimental validation.



- Document & track progress of projects and action items resulting from various exchanges
- Lead data entry within web-based acquisition & program management systems
- Act as lead acquisition representative in the absence of the Acquisition Manager
- Maintain tracking of Government Furnished Property released under all prototype projects (to include associated disposition instructions)
- Regularly interact with prototype performers & customers to accomplish administrative tasks, related to data calls, contract compliance, overall performance, and funding-related topics.
- Partner with government clients to identify and formulate clear and concise prototype solicitations.
- Conduct meaningful and results-focused exchanges with Government customers and performers
- Provide educational information to customers, NSTXL members, and project performers related to acquisition processes & best practices

Basic Qualifications

- Bachelor's Degree in business administration, finance, or related field
- Government or Commercial experience in defense-related contract or subcontract administration
- Strong analytical, problem-solving, and communication capabilities
- Good attitude and strong work ethic
- Problem solver

Preferred Skills/Experience

- Contracting Certifications or Warrants Active Security Clearance
- Experience supporting Other Transaction Agreements or other unique Research & Development contracts
- Experience in contract management/administration, vendor management and compliance
- In-depth knowledge of Government policies and procurement rules and regulations
- Experience in writing solicitations and proposal management from ideation to award

What We Offer

NSTXL strives to be one of the best places to work in America. We offer competitive salary and benefits including flexible work hours, paid sick leave, work from home accommodations, a 401(k)-profit sharing plan, a wellness plan, floating holidays and much more.