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## DMR EMPLOYMENT ~ JOB ANNOUNCEMENTS

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### **ACQUISITION PROGRAM MANAGER**

We are looking for an experienced Acquisition Program Manager to plan, direct, and coordinate the Purchasing Team and supervise \$4 million dollar procurement budget. DMR Consulting, Inc. is a progressive small business providing government custom products and engineering support services to the military. The senior management position shall supervise documentation, and market analysis of acquisition process in accordance with DMR's Purchasing Policies, Federal Acquisition Requirements (FAR), and Standard Accounting Procedures. This financial leadership role provides strategic guidance to teams and efficiently communicates with upper management on status of government funding balances and approvals of products and supply chain services.

### **REQUIRED QUALIFICATIONS:**

- Must be U.S. Citizen
- Minimum Bachelors (BS) degree in Business, Management, Finance or Accounting
- 7-10 years proven program/financial management experience with government acquisition programs.
- Must be eligible to obtain a Secret Clearance as needed. A government Non-Disclosure Agreement (NDA) is required per contract.
- Knowledge of sound security practices for ensuring the safeguard or transfer of controlled information using Configuration Plan, email encryption and/or DoD Safe guidelines.

### **BASIC QUALIFICATIONS:**

- Supervisory experience in Supply Chain Management for manufacturing, repair and procurement of military equipment per the technical data package (SolidWorks/AutoCAD) and work instructions.
- Leadership and organizational skills to research the government's Request for Quote (RFQ) of products/services with a market analysis presented to the CFO and/or other management officials.
- Excellent verbal written communication skills and ability to effectively translate technical direction, design specifications, and engineering changes tasking the team in clear, concise language.
- Coordinate financial procedures, purchase orders, requisition approvals, vendor credit terms, insurance, shipping and receiving CONUS/OCONUS.
- Proficient in computer software programs: Microsoft Office (Word, Excel, Power Point, Access, Project).
- Experience with software applications and technical documentation data bases (CMPPro, ERP, Haystack).

**Submit resume, cover letter, and (3) professional references to [employment@dmrcinc.com](mailto:employment@dmrcinc.com)**

Full-time salary with excellent benefit package: 100% Paid Group Health & Life Insurance for Employees, 50% Paid Dependent/Family Health Insurance, 50% Paid Dental and Vision, Optional AFLAC Disability insurance, 3% Matching IRA, 10-Federal Holidays, and 15 days-Personal Time Off (PTO), Annual Performance Raise & Bonus program.

**DMR is an Equal Opportunity Employer (EOE) hiring a diverse team members no matter the race, color, religion, sex, gender identity, sexual orientation, national origin, and disability, or veteran status, as protected by federal, state or local laws.**