



TECBOMO LIMITED LIABILITY COMPANY PROGRAM ADMINISTRATION SPECIALIST

EQUAL OPPORTUNITY EMPLOYER

TECBOMO Limited Liability Company is proud to be an equal opportunity employer. We believe diversity and inclusion are essential to creating a positive and productive work environment. We welcome individuals of all backgrounds and are committed to providing equal employment opportunities to all employees and for employment. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran status.

Location: Waldorf, MD (Charles County)

Company: TECBOMO LIMITED LIABILITY

Program Administration Specialist | Position Description

The Program Administration Specialist assists in the preparation of management plans and various customer reports. This position coordinates schedules to facilitate the completion of TO and change proposals, Contract deliverables, TO reviews, briefings and presentations. Performs analysis, development, and review of program administrative operating plans and procedures.

This candidate will provide input regarding revision of existing and creation of new policies and procedures, which involves assessing the impact of policy and procedural gaps and inconsistencies that may affect organizational operations.

Program Administration Specialist responsibilities include:

- A. Maintains keen knowledge of rules and regulations governing accounts, purchasing, and keeping staff and faculty members informed of procedural changes which may affect them
- B. Orient and train existing program coordinator personnel, including the setting of priorities for workflow within their program area, and adherence to policies and procedures
- C. Monitors daily operations of various civilian and military program policies and procedures as related to logistics and administration
- D. Responsible for contract procurement administration duties when requested by the specific government agency and/or customer
- E. Other duties that may arise which are consistent with the responsibilities of the position
- F. Serves as Cost Center Manager and/or Accountant-Department for customers and serves as primary liaison with Contract Officers/Specialists in various government agencies
- G. Monitor various contracts and report contract issues to the specific Contract Officer/Special within the government agency
- H. Reviews invoices from subcontracts and professional service contracts to verify for accuracy
- I. Prepares budget amendments, internal billings, departmental transactions, and correcting journals to maintain accuracy of accounts, when necessary
- J. Gain continuous knowledge of specific federal, state and local government procurement rules, regulation and applicable laws

Hiring Salary Range: TBD

Job License & Certification

Industry Licensing or Certifications for Database Management Specialist (Junior): MRA, PHR, SHRM, IX, AFH, LEDS

What We offer

Working at TECBOMO is an opportunity like no other. In addition to a competitive compensation package, including base salary, bonus and a full range of benefits, TECBOMO offers a creative, supportive and flexible environment. This environment encompasses a pathway for expedited organizational growth and promotion.

Education

This position requires a High school diploma or equivalent. (Note: A Bachelor's degree is preferred.)

Preferred: Bachelor's and University Degree in Education, Graduate, Graduate Education, Business, Management, Administrative Specialist, Writing, Business/Administration

General Experience: This position requires at least three (3) years of experience working with project management tools and reporting systems. Familiar with government contracts, work breakdown structures, management/business plans, and program reporting.

Specialized Experience: The proposed candidate must have at least two (2) years of direct program experience in Contract administration and preparing management reports. The proposed candidate must have worked in support of a Program Manager on a government Contract.

All qualified applicants will receive consideration for employment without regard to interaction, gender identity, interactional orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law. As a general policy, TECBOMO does not offer employment visa sponsorships upon hire or in the future.

Candidates for this position shall familiarize themselves with TECBOMO's services and solution pages: <https://www.tecbomo.com/services-9>