

Government Contracting Consultant



Job Description

Status: Non-Exempt

Hours: Full-time

Compensation:

Reports to: Managing Consultant

Description:

We are looking for a qualified **Government Contracting Consultant** to join our Government Contracting team. The Consultant is responsible for assisting our clients in pursuit of federal, state, local, private sector, and other diversity certifications (ie. DBE, MBE, WBE, SBA) as well as government and corporate contracts. You will be reviewing complex supporting documentation submitted by our clients for accuracy and detail, in compliance with government entities guidelines.

A successful Government Contracting Consultant will maintain the confidentiality of clients along with providing clients with appropriate general and specific information and assist with fulfilling the requirements of the certification application process. The Consultant will manage the full certification life cycle process and drive operational excellence and process improvement initiatives.

It is the goal of the Aventi Enterprises Government Contracting Division to help our clients grow their businesses, secure contracts, create jobs, achieve increase in size and scale, and continue to be an advocate for minority and women-owned businesses.

Duties and Responsibilities:

- Conduct phone and online interviews
- Manage the certification life cycle/ renewal process
- Research, write, and organize information in a professional and credible manner
- Perform client virtual site walk throughs
- Create strategies for convincing clients to take appropriate action
- Facilitate team meetings and attend company webinars as required
- Create certification goals, KPIs and reports
- Research available bids and contract opportunities for clients
- Attend (virtual) community meetings and look for opportunities of potential clients, business collaborations and sponsorships
- Prioritize tasks and responsibilities to meet deadlines
- Other tasks as assigned

Working Conditions:

Candidate must be able to work independently from home (90%) and at the client work site from time-to-time (10%). Post COVID-19, more time may be at client work sites.

Minimum Qualifications:

- Proven experience as a government certification consultant or equivalent
- Proficiency in MS Office
- Excellent computer and organizational skills, as well as attention to detail
- Excellent written, verbal communication and interpersonal skills
- Ability to meet deadlines
- Good strategic planning abilities
- Aptitude in creative problem-solving
- Bachelor's degree in one or more of the following:
business, marketing, communications, or related field

Interested candidates can email their résumé to Shermaine Barnett at shermaine@aventienterprises.com