Stephenson Stellar Corporation

Title: Procurement Specialist **Position ID:** 2026-0027	**Type Position:** Full Time **Annual Salary:** TBD **Level:** PL2 or PL3
Primary Location: Remote/Training On-Site	**Travel Required:** N/A
Alternate Location: Home office anywhere in USA	**Contact:** Human Resource: bmoyer@stephensonstellar.org (Barb Moyer)

Company Background: Stephenson Stellar Corporation (Stellar) is a nonprofit research and development organization focused on assuring our nation remains a global leader in the Space Domain. Our mission is to foster technological innovation and provide secure space-based solutions.

Stellar is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability status, protected veteran status, or any other characteristic protected by law.

Additional information at: www.stephensonstellar.org

Job Description: This position will serve as a Procurement Specialist under the Contracts & Procurement Directorate. Primary responsibilities include the coordinating and managing of procurement activities to support the Company's indirect purchases and direct purchases for government funded programs. The position ensures that goods, services, equipment, and supplies are acquired efficiently, cost-effectively, and in accordance with Company policies and procedures, as well as applicable federal/state regulations and contract terms. The Procurement Specialist supports competitive purchasing practices, vendor management, purchase order processing, price and cost analysis preparation, and adequate documentation and recordkeeping. We are seeking an individual that maintains a strong commitment to ethical purchasing, transparency, and compliance.

Requirements

Citizenship: Candidate must be a United States citizen.

Education: BS in Business Administration or related field is preferred.

Experience:

- 3-8 years of experience in government procurement is preferred.

Required Skills:

- Proficiency in Microsoft Office software including Excel, Word, and SharePoint, as well as Adobe Acrobat, is necessary with the ability to learn additional systems to aid in the administrative and due diligence procurement process.
- Working knowledge of procurement practices, competitive purchasing, performing cost/price analyses, and vendor evaluation and selection.
- Strong verbal and written communication, organizational skills, following instructions/assignments, detailed oriented and ethical conduct are essential.
- Knowledgeable of FAR, DFARS, and other federal regulations.
- Experience with Subcontract Administration is preferred.
- Experience with small business subcontract plans and reporting is helpful but not required.
- Able to work independently and as part of a team.
- Close interaction with program managers, finance, and the operations team.
- Positive attitude and willingness to take on challenges.