



TECHSOURCE[®]

A Science & Engineering Consultancy

Job Title: Property Management Specialist

Location: Aiken, SC

Position Type: Full-Time

Position Description

- Possesses extensive knowledge and experience in all aspects of government personal property control management, including disposition.
- Applies knowledge and experience to improve overall project performance.
- Oversees the contractor's Property Management System, supporting the Department of Energy ("DOE") within the Mixed Oxide ("MOX") Fuel Fabrication Facility at the Savannah River Site in Aiken, South Carolina.
- Advises the Federal Contracting Officer on government-related property issues.
- Reviews, analyzes, validates, and provides recommendations on contractor reports, policies, procedures, and other contractor-generated information.
- Drafts responses to contractor requests and questions.
- Analyzes and evaluates a variety of personal property transactions in accordance with prescribed policies, procedures and regulations.
- Interfaces with personnel at all levels throughout the organization and provides and collects information.
- Accounts for and effectively controls the acquisition, use and disposal of personal property.
- Analyzes the property requirements in all contract documents for areas of risk/conflict/deviations; identifies ways to mitigate these risks; and monitors remedial actions.
- Assures safety and security compliance, and makes safety and security an integral part of every task, including takes steps to stop work if continuing the job is unsafe or compromises security.
- Provides management with reviews and analyses of program financial and performance data as appropriate.
- Assists management in review and implementation of budgets and resource allocation.
- Performs duties as tasked by DOE's Federal Staff.





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Required Skills

- Knowledge of government contracts and applicable laws and policies, including DOE contracting operations and procedures.
- Familiarity with Federal Property Management Regulations/Federal Acquisition Regulations.
- Working knowledge of principles of auditing (property records), budgeting, statistical sampling, comparative analysis, and administrative and management methods.
- Ability to analyze, evaluate and understand how large amounts (*e.g.*, tens of thousands of line items) of Government-furnished property are controlled. These property items include but are not limited to: large amounts of consumable materials for work in process; special tooling; special test equipment; industrial (and other) plant equipment; real property; and salvage and scrap. Each type of Government-provided property requires distinctly different methods for management and control.
- Effective written communication skills to prepare reports, fact sheets, correspondence, briefing materials, procedural directives, and other narrative documents.
- Effective verbal communication skills including the ability to prepare and deliver oral presentations of complex information.

Education / Experience

- Bachelor's Degree (or equivalent work experience) preferred.
- Ten (10) or more years' experience in property management or oversight and project management.

ABOUT TECHSOURCE, INC.

TechSource is a nationally recognized scientific and engineering consultancy specializing in the management and technical delivery of large-scale nuclear and high-technology projects. TechSource provides direct access to more than 700 experts and industry leaders in the nuclear sciences, non-proliferation technologies, accelerator physics, and systems engineering arenas. TechSource's outstanding technical service has earned the company a client retention rate of over 95 percent.

TechSource is an Equal Opportunity Employer. Minorities, women, persons with disabilities, and veterans are encouraged to apply.

