

Position Summary

Avum is seeking a tech-savvy procurement professional with experience supporting Federal or Department of Defense acquisition and contracting activities to serve as our DoD Procurement Business Systems Subject Matter Expert (SME). If you know the FAR and DFARS, understand how government contracting works in practice, and have always been the go-to person for procurement systems and process improvements, this role is for you. Rather than executing contracts, you will bridge the gap between defense procurement and software development. Working closely with software engineers, data analysts, and product teams, you will help translate real-world contracting requirements into modern software solutions, support end-users, and improve procurement processes through automation and technology. This is not a traditional contracting or contract administration position. The individual selected will serve as a functional subject matter expert supporting the design, implementation, and improvement of procurement-related business systems and software solutions.

Key Responsibilities

- Act as the "Voice of the User": Work alongside our software development teams to explain how contracting officers and specialists do their jobs, helping engineers understand real-world procurement workflows, business processes, and user needs.
- Translate Regulations into Software Requirements: Help translate complex federal procurement rules (FAR/DFARS) into clear functional concepts that software developers can use to write code and automate workflows.
- Requirements and Testing Support: Collaborate with Agile product teams to help document user stories and functional requirements (we can train you on JIRA if you haven't used it). Assist in testing new software features to ensure they meet actual procurement needs.
- Business Process Improvement: Assess legacy contracting processes and work with engineers to reinvent and streamline using new workflows and automation.
- Data and Reporting Insights: Assist with analyzing procurement and acquisition data, identifying trends, validating business processes, and helping stakeholders make informed decisions regarding system functionality and operational improvements.
- User Support and Documentation: Help create user guides, training materials, and documentation to help everyday contracting personnel learn how to use our software solutions.
- Data migration and service desk support: Depending on project needs, you may contribute to data migration efforts and provide functional knowledge to the Tier 3 service desk team.

Work Environment & Requirements

- Hybrid/remote work environment with potential on-site requirements based on contract needs
- U.S. citizenship required
- Security clearance: Active Secret clearance required or ability to obtain
- Background investigation required

What's In It For You:

- Opportunity to help modernize DoD procurement technology and business systems.
- Fully remote work environment.
- Competitive compensation and benefits package.
- 401(k) with company match.
- Opportunity to work alongside procurement, technology, and data professionals supporting national security missions.

Location:

This role is fully remote. The candidate must be available during core Eastern Standard Time (EST) hours, Monday through Friday, and may need to travel for occasional in-person meetings.

About Avum:

Avum, Inc. is a certified Small Disadvantaged Business who provides advanced software, database, and business intelligence systems to the DoD/Military, Intelligence Community, and Federal, State, Local and Commercial clients since 1991. We manage technical programs and projects and provide strategic guidance to support our customer's system engineering efforts. We provide sustainment in mission-critical and secure environments. We support information assurance activities and accreditation for the systems we deploy. Our engineers conduct rapid prototyping and Agile customer-focused iterations to produce complex applications, predictive analytic data environments, and NIST SP 800-53 compliant system architecture deployed within Navy and DoD networks. We have subject matter experts in multiple domains and technical expertise across all core technology stacks. We specialize in application development, large-scale database design, data engineering, and data visualization. Through results-driven, agile collaboration, the company continually researches and deploys secure solutions that exceed customer expectations in meeting or beating customer-allocated budgets and schedules. We aspire to the highest standards of ethical behavior and professional integrity in providing our customers with service that consistently earns us the highest possible performance ratings.

Avum, Inc. does not discriminate on the basis of race, sex, color, religion, age, national origin, marital status, disability, veteran status, genetic information, sexual orientation, gender identity or any other reason prohibited by law in provision of employment opportunities and benefits.

Skills and Qualifications (Required)

- **Domain Experience:** Strong background in DoD/Federal procurement, acquisition, or contracting (former 1102 Contract Specialist or Contracting Officer experience is highly preferred).
- **Tech-Savvy Mindset:** You don't need to know how to code, but you must be highly comfortable with technology, naturally curious about software, and a quick learner when it comes to new digital tools.
- **Systems Familiarity:** Hands-on experience using standard federal contract automation systems (e.g., PD2/SPS, CONWRITE, PIEE, WAWF, or similar agency tools) and a strong understanding of how they function from an end-user perspective.
- **Regulatory Knowledge:** Solid working knowledge of the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS).
- **Communication Skills:** Excellent ability to explain complex government contracting concepts and vocabulary to teammates without a contracting background (such as software developers).
- **Security:** Due to U.S. Government contract requirements, applicants must be U.S. Citizens and able to obtain and maintain a U.S. Government security clearance.

Preferred Qualifications

- Experience currently or previously holding a Contracting Officer warrant is highly desirable.
- Active CPCM (Certified Professional Contract Manager) and/or CFCM (Certified Federal Contract Manager) designation.
- FAC-C or DAWIA Level 2 or 3 certification in Contracting.
- Any exposure to Agile software development, JIRA, or federal data formats like the Procurement Data Standard (PDS) is a plus, but we are happy to train the right candidate.