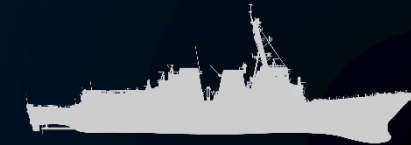


Supply Chain Specialist I – Band B



Minimum Experience:

0 – 3 years of external service
0 – 1 years of internal service
BS Degree in Business, Finance,
or Supply Chain preferred

Developing skills in Microsoft Office and procurement/inventory systems such as JIRA, Maximo, BMCS, MACPAC, and SAP. Strong written and verbal communication. Ability to learn new systems and applications quickly. Basic knowledge of procurement processes, contract types, and introductory FAR/DFAR regulations.

Knowledge

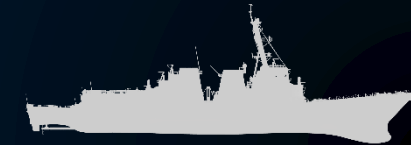
Entry-level role working under close guidance. Focuses on learning procurement practices, company procedures, and systems. Builds confidence working with suppliers and internal partners. Detail-oriented, organized, and able to manage multiple tasks with support. Eager to learn procurement fundamentals and company processes.

General
Characteristics

Supports basic procurement activities by processing simple transactions and assisting with routine solicitations under supervision. Ensures timely material delivery; expedites shipments and resolves minor delivery or invoice issues. Performs administrative tasks and learns company systems and procedures. Participates in vendor interactions with guidance and monitors open issues. Develops foundational skills in acquisition, project management, inventory management, and supplier relations. Collaborates with team members and applies procurement regulations and company policies.

Typical
Responsibilities

Supply Chain Specialist II – Band C



Minimum Experience:

3 – 5 years of external service
2 – 6 years of internal service
BS Degree in Business, Finance,
or Supply Chain preferred

Intermediate skills in Microsoft Office, JIRA, Maximo, BMCS, MACPAC, and SAP. Strong oral and written communication. Ability to learn new systems and applications. Working understanding of procurement principles, contract development, market research, and basic FAR/DFAR requirements

Knowledge

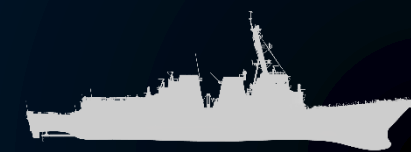
Works with moderate independence while still receiving guidance as needed. Strong organization, attention to detail, and ability to manage multiple projects. Collaborates across functions and helps maintain supplier relationships. Demonstrates analytical thinking, problem-solving ability, and proper escalation of issues. Occasional travel may be required

General
Characteristics

Supports moderate-complexity procurement activities. Prepares and evaluates solicitations, conducts market research, and develops bidder lists. Assists with contract drafting, negotiation, and award. Ensures timely delivery of materials and services. Monitors supplier performance and resolves delivery or invoice issues. Maintains accurate procurement and contract documentation. Helps manage project or commodity financial plans and tracks contract renewals. Ensures compliance with company policies and procurement regulations. Collaborates with internal teams, develops supplier relationships, analyzes open issues. Contributes to improvements in procurement and inventory processes

Typical
Responsibilities

Supply Chain Specialist III – Band D



Minimum Experience:

4 – 6 years of external service
5 – 8 years of internal service
BS Degree in Business, Finance,
or Supply Chain preferred

Intermediate proficiency with Microsoft Office and procurement systems (JIRA, Maximo, BMCS, MACPAC, SAP). Strong written and verbal communication. Ability to learn new applications quickly. Solid understanding of procurement regulations (FAR, DFAR). Ability to analyze written agreements with minimal guidance.

Works independently with minimal supervision while collaborating effectively across teams. Strong organization, attention to detail, and ability to manage multiple projects. Proactive approach with ability to identify and elevate issues. Supports supply-chain initiatives and process improvements. May require occasional travel for business needs. Mentors entry-level team members and provides procurement guidance.

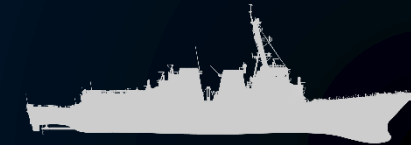
Handles advanced procurement duties, including analyzing needs and developing specifications. Prepares and evaluates solicitations; negotiates terms and pricing. Ensures materials and services are delivered on schedule. Maintains project or commodity financial plans and tracks contract renewals. Monitors supplier performance and resolves delivery, invoice, or compliance issues. Manages accurate procurement documentation. Applies procurement regulations and company policies. Collaborates with internal stakeholders and supports inventory and process improvements. Mentors junior staff and provides team guidance as needed.

Knowledge

General
Characteristics

Typical
Responsibilities

SR. Supply Chain Specialist – Band E



Minimum Experience:

6 – 8 years of internal service

7 – 10 years of external service

BS Degree in Business, Finance,
or Supply Chain preferred

Proficient in Microsoft Office and procurement systems (JIRA, Maximo, BMCS, MACPAC, SAP) Strong written and verbal communication; translates technical requirements into clear business language. Produces accurate procurement documentation and drafts agreements with minimal guidance. Knowledge of Material Division systems; able to learn new enterprise platforms. Solid understanding of FAR/DFAR regulations.

Works independently with high accuracy and organization. Manages and prioritizes multiple projects. Collaborates frequently with cross-functional teams. Strong analytical and problem-solving skills; escalates issues appropriately. Serves as backup when needed; occasional travel. Mentors and trains entry-level staff; maintains professional standards.

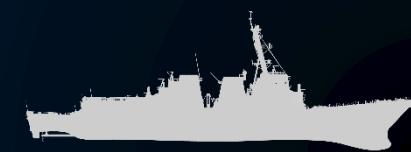
Manages complex procurement, including specifications and solicitation preparation/evaluation. Conducts market research; negotiates pricing and contract terms. Ensures on-time delivery of materials and services. Monitors supplier performance; resolves delivery, invoice, and compliance issues. Maintains complete, compliant procurement documentation. Supports financial planning, contract renewals, and database updates. Applies procurement regulations and company policies. Collaborates with internal teams and vendors to meet project requirements and schedules. Maintains supplier relationships; drives process improvements and resolves open issues. Mentors entry-level staff; supports team operations. Manages multiple projects with minimal supervision.

Knowledge

General
Characteristics

Typical
Responsibilities

Principal Supply Chain Specialist – Band F



Minimum Experience:

10+ years of internal service
9 – 12 years of external service
BS Degree in Business, Finance,
or Supply Chain preferred

Advanced proficiency in Microsoft Office and procurement systems (JIRA, Maximo, BMCS, MACPAC, SAP) Able to learn additional ERP platforms. Strong written and verbal communication; translates technical requirements into clear business terms. Produces accurate procurement documentation and drafts complex agreements. Strong understanding of procurement processes, contract development, market research, and FAR/DFAR. Government contracting experience beneficial.

Knowledge

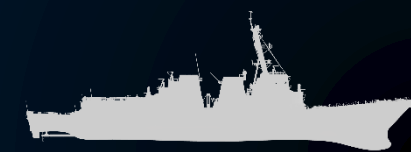
Works independently with minimal supervision on multiple complex projects. Strong organization, analytical ability, and issue-escalation judgment. Positive, proactive collaborator with cross-functional teams. Builds and maintains supplier relationships; reliable backup for team members. Mentors entry- and intermediate-level staff. Occasional travel as required.

General
Characteristics

Leads complex procurement, including specifications and solicitation development/evaluation. Performs market research; negotiates pricing and contract terms. Ensures on-time delivery of materials and services. Monitors suppliers; resolves delivery, invoice, and compliance issues. Maintains complete, compliant procurement documentation. Supports financial planning, contract renewals, and database updates. Applies procurement regulations and company policies. Collaborates with program teams, legal, vendors, and stakeholders to meet requirements and schedules. Maintains supplier relationships; drives process improvements and resolves open issues. Mentors junior staff; supports team operations. Reports material status or critical issues to management. Manages multiple complex projects independently.

Typical
Responsibilities

Sr. Principal Supply Chain Specialist – Band G



Minimum Experience:

15+ years of internal service
12+ years of external service
BS Degree in Business, Finance,
or Supply Chain preferred

Advanced proficiency in Microsoft Office and procurement systems (JIRA, Maximo, BMCS, MACPAC, SAP) Able to learn ERP platforms. Strong written and verbal communication; converts technical details to clear business terms. Produces accurate procurement documentation and complex agreements. Deep knowledge of procurement processes, contract development, market research, supplier negotiations, and FAR/DFAR. Experience in government contracting/acquisition; familiarity with SharePoint and ERP systems is a plus.

Operates independently with minimal oversight; manages complex, multiple projects. Strong organization, attention to detail, analytical ability, and judgment. Recognizes/escalates critical issues. Collaborates effectively across cross-functional teams; maintains productive supplier relationships. Mentors entry- and intermediate-level staff; serves as backup when needed. Models company standards; occasional travel as required.

Leads highly complex procurement and contracting, including specifications and solicitation development. Performs advanced market research; negotiates pricing and contract terms. Ensures accurate, timely delivery of materials and services. Monitors suppliers; resolves delivery, invoice, and compliance issues. Maintains full, compliant procurement documentation. Supports financial planning, contract renewals, and database updates. Applies internal policies and federal procurement regulations. Collaborates with internal teams, legal, vendors, and stakeholders to ensure projects are defined, documented, executed, and on schedule. Improves procurement and inventory processes; evaluates open issues. Mentors junior staff; supports team operations. Presents material status or issues to management or customers. Manages multiple high-priority projects with minimal supervision.

Knowledge

General
Characteristics

Typical
Responsibilities