

**JOB LEAD FOR:
(ABM Government Services)**

JOB OPENING DATE: 1 June, 2015

JOB CLOSING DATE: Position Open Until Filled

EMPLOYER: ABM Government Services

JOB TITLE: Pricing Analyst

JOB LOCATION: Hopkinsville KY

PAY / BENEFITS: Salary – Negotiable based on experience

- Preferred Provider Organization (PPO), Health Maintenance Organization (HMO)
- Dental, Vision Plan
- Basic Life and AD&D Insurance Plan
- Short Term Disability (STD) available, Long Term Disability (LTD) Benefits
- Voluntary Supplemental Life Insurance
- Employee 401(k) Savings Plan available
- Our Employee Stock Purchase Plan allows you to purchase Company stock at a discount

JOB DESCRIPTION:

Develop and complete assigned opportunity estimating, pricing, costing, and prepare proposal volume documents in accordance with management direction and business unit/sector/corporate policies and procedures.

Pricing support of proposal activities includes: estimating staffing, developing and completing automated price files (visible formulas and vlookup tables), price/proposal documents preparation, conducting price proposal reviews, and production of price and related proposal volumes. Analyzes solicitation requirements and prepares proposal plans including outlines, tasks, schedules, and responsibilities.

Pricing efforts will involve a variety of contract type price spreadsheet(s) development and completion. Interface with teammates, customers, suppliers, and subcontractors as required to develop pricing, document price/cost reasonableness, conduct cost analyses/comparisons and prove reasonableness, realism and completeness.

QUALIFICATIONS:

Degree in one of the Business Disciplines (Business, Economics, Engineering, Accounting) or Associate's degree and 5-7 years of related experience in a similar level position with a minimum of three years' experience in developing extensive budgets.

Additional Qualifications/Preferences:

- Proficient in Microsoft Excel. (3 – 5 years in developing workbooks with multiple spreadsheets, visible formula calculations and vlookup tables)

- Preference to have knowledge and experience in Accounting to include budgeting, payroll and familiar with the Service Contract Act, Department of Labor, and Federal Acquisition laws and regulations.
- Proficient with Microsoft Word, Power Point, and various other computer programs including email and websites programs.
- Strong analytical skills
- Exceptional attention to detail and follow-through skills
- Ability to read and follow solicitation directions
- Ability to follow instructions and assimilate the information
- Well organized, hard worker, team player
- Sensitivity to deadlines with a willingness to work necessary hours to meet them
- Possess strong writing and presentation skills (ability to communicate orally and in writing).
- Ability to work in a fast-paced environment.
- Ability to effectively manage competing priorities and deadlines, and handle multiple tasks in a fast paced environment.
- Possess strong professional, leadership, task organization, interpersonal skills, and maintain a high degree of professional integrity
- Possess and maintain professional appearance, behavior, and manner.
- Demonstrate a flexible and positive attitude and work ethic in performance of duties and responsibilities.
- Certification – Must have a valid State Vehicle Operators Permit.
- US Citizen

Preferences:

- Demonstrated understanding of the Government procurement process and Contractor Proposal responses.
- Understanding of the requirements of FAR, DFARS, and other applicable government regulations.

Physical Requirements:

- Must be able to travel when necessary to job locations by commercial airline
- Must be able to lift up to 10 pounds on a regular basis and up to 50 pounds as needed.
- Must be able to work in the sitting position for 8 or more hours per day.
- Must be able to handle and perform under stressful conditions.
- Must be able to operate a keyboard and mouse

COMPANY REPRESENTATIVE TO CONTACT:

Roger Moore

Director of Business Development

Work: 270-885-4642 ext. 113 | Fax: 270.707.4901

Email: roger.moore@abm.com | <http://www.abm.com>

Send resume to POC above by: e Mail [] Fax [] In Person [] Internet [X]

<https://abm.mua.hrdepartment.com/hr/ats/Posting/view/18216>

REMARKS: