



CENTERRA

A CONSTELLIS COMPANY

JOB TITLE: Administrator, Procurement
SUPERVISOR'S TITLE: Supervisor, Budget and
Contracts
SHIFT ASSIGNMENT: Days
VACANCIES: 1

JOB NUMBER: 26-18
POSTED DATE: October 13, 2026
REMOVE DATE: October 26, 2026
GRADE: B/09
FLSA STATUS: Exempt
WEEKLY MINIMUM: \$1,787.03

MAJOR DUTIES:

1. Administers all subcontracting and procurement activities including agreements, purchases, rentals, and leases for acquisition of materials and services in accordance with company, contractual, and regulatory requirements.
2. Executes supplier and market research. Prepares requests for proposal; solicits, analyzes, and evaluates proposals from prospective subcontractors, including conducting extensive cost or price analyses.
3. Prepares, negotiates, awards, and administers subcontracts. Determines the type of contract to be issued.
4. Assures compliance with terms and conditions of contracts, including resolution of problems concerning obligations of parties. Terminates contracts by analyzing, negotiating, and settling claims and proposals.
5. Serves as Small Business Program Manager which includes, but is not limited to, setting socioeconomic goals and administering the Small Business Subcontracting Plan to include all Small Business Programs.
6. Serves as lead for department on procurement software.
7. Provides backup to Budget and Contracts Supervisor for administration of major labor subcontracts.
8. Reviews changes to Department of Energy (DOE) Contract, Federal Acquisition Regulations (FARs), Department of Energy Acquisition Regulations (DEARs), Executive Orders, DOE Orders, Acquisition Letters, and any other pertinent rules and regulations.
9. Modifies company procedures to reflect changes and maintain compliance. Researches, develops, and implements new or streamlined procurement processes while maintaining compliance with regulatory requirements.
10. Develops, implements, and administers new or existing Government Programs. Explains new or modified procurement processes to Centerra-SRS staff.
11. Assigns work of staff to ensure reports, records, and analyses are timely, accurate, and in compliance with the business requirements. Sets work objectives and performance criteria; identifies performance deficiencies through performance feedback. Gives technical guidance to staff.
12. Provides on-the-job training; identifies and arranges for additional training and professional development for staff. Participates in selection of staff by performing tasks such as assists in preparing and submitting requisition to fill new or vacant position; developing interview questions, performance tests, and other selections criteria.
13. Interfaces with DOE Integrated Contractor Procurement Team (ICPT) and reviews ICPT agreements for Centerra-SRS accessibility and utilization. Interfaces with DOE, Department of Defense, Small Business Administration, and other Federal agencies. Also interfaces with all SRS contractors and other site entities. Serves as point of contact for applicable internal/external audits and responsible for ensuring file readiness for reviews.
14. Serves on various committees and teams to represent Procurement. Provides data and reports for various activities such as applications for diversity and quality awards.
15. Must comply with the provisions for environment, safety and health as stated in Standard Procedure 1-3100, General Safety Procedure, and adhere to the Integrated Safety Management System Core Functions and Guiding Principles.

KNOWLEDGE/SKILLS/ABILITIES & OTHER REQUIREMENTS:

1. Associate degree in Business Management or related field; or an equivalent combination of education, training, and experience.
2. Three years of experience in procurement, purchasing, and subcontracting for supplies, equipment, and services.
3. Government contracts and procurement certification preferred; experience with the Federal government small business program is desirable.
4. Ability to obtain and maintain a DOE "L" security clearance.

INTERVIEW PROCESS AND LENGTH:

The interview process will last approximately 1.25 hours and consists of the following:

- Panel Interview - 30 minutes
- Computer practical assessment - 45 minutes

SELECTION AND NOTIFICATION:

All applicants will be notified of the receipt of their resume. Due to our comprehensive selection process, it may take up to 60 days for this position to be filled. Internal applicants who are not selected for an interview will be notified in writing. Candidates who are selected for an interview will be notified of the final disposition. Candidates who interview must score 70 or higher on the interview/assessment process to be considered. A standing list may be established for this position in accordance with SP 1-2510. Applicants not selected for the position may reapply for other advertised vacancies within the Company.

HOW TO APPLY:

This notification is **posted internally and externally** until 2300 on Monday, October 26, 2026.

Internal Applicants

Interested internal applicants may apply online at <https://internal-centerrasrs.icims.com> or by using the iCIMS – Internal Career Portal link available on the Centerra-SRS Intranet.

Internal applicants are encouraged to review their personnel and training files for completion and accuracy. Any active discipline(s) (Written Reprimand or higher) in an employee's personnel file will be forwarded to the Hiring Manager for further consideration. Employees who have not been in their current position for 12 consecutive months will be required to request a waiver prior to the closing date.

External Applicants

Interested external applicants may apply at <https://jobs-centerrasrs.icims.com>.

External applicants must successfully complete a National Crime Information Check and Phase I (verification of references, employment, education, traffic, criminal background, and credit history) and Phase II (medical exam and drug screen) of the pre-employment process prior to report date. As a condition of employment and to complete the required pre-employment check, either a U.S. passport or an original, certified birth certificate must be provided. Because all positions require access authorization, selected applicants will be subject to a federal background investigation and must meet eligibility requirements for access to classified matter.

For more information, please refer to SP 1-2510 or contact the Workforce Services Department at 803-952-7997 or 803-952-7041.

Centerra-SRS is an equal opportunity employer and takes affirmative action to recruit, hire, promote, and retain individuals with disabilities and veterans. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy and sexual orientation), veteran status, marital status, national origin, age, disability, genetic information.



LEITIS
A CONSTELLIS COMPANY

JOB TITLE: Planner, Site Safeguards and Security
SUPERVISOR'S TITLE: Supervisor, Site Safeguards and Security
SHIFT ASSIGNMENT: Days
VACANCIES: 1

JOB NUMBER: 26-19
POSTED DATE: October 21, 2026
REMOVE DATE: November 3, 2026
GRADE: O/05
FLSA STATUS: Exempt
WEEKLY MINIMUM: \$1,441.66

MAJOR DUTIES:

1. Performs risk-informed security planning, modeling, and analysis to support site safeguards and security requirements in alignment with Department of Energy (DOE) Order 470.7 and site-specific protection strategies.
2. Performs development, review, and endorsement of Safeguards and Security Plans (SSPs), Facility Security Plans (FSP), Strategic Plans, Modified Security Plans and Missions Plans. Reviews, comments and develops/assists in the development of documents such as Vulnerability Analysis Reports and Classified Response Plans to determine if they conform to and support physical protection strategies, DOE order requirements, and risk-informed baselines under DOE O 470.7.
3. Attends required meetings to facilitate efficient development in all Security Upgrades/Downgrades and implementation of vulnerability analysis and Pro-Force Infrastructure. Participates in project meetings as the lead security representative. Maintains and tracks project files associated with physical security, equipment upgrades, security technology integration, and operational staffing upgrades or downgrades based on risk analysis.
4. Uses results from computer modeling (Simajin and Adversary Pathways) and Force on Force (FOF) exercises to develop and refine a protection strategy for Protective Force success in neutralizing adversary threats. Consistently reviews facility Protection Strategies and adjusts contingency plans and risk mitigations accordingly.
5. Facilitates Validation Task Teams to determine annual Validation Scenarios and evaluates assumptions and data related to applicable facilities.
6. Participates in project meetings as the lead security representative. Maintains and tracks project files associated with physical security, equipment upgrades, security technology integration, and operational staffing upgrades or downgrades based on risk analysis.
7. Assists with Task Teams to determine representative case pathways for facility specific Vulnerability Analyses. Develops, calculates and maintains a database of facility specific response force times (RFT). Forwards scenario results to the Performance Testing and Assessment Department (PTAD) for use in the conduct of Force-on-Force Exercises.
8. Reviews and revises company procedures related to site security to ensure compliance with Site Security and Safeguard Planning (SSSP) and Site Security Plan procedures, transitioning operational protocols from compliance-driven mandates to an adaptive, risk-based operational framework.
9. Reviews conceptual designs of new projects, new buildings, data packages, and security alarms. Completes readiness assessments on new projects and facilities. Approves security devices to be installed in new buildings/facilities and participates in their acceptance once installed.
10. Authors documents that dictate the parameters for a validation Performance Test and what performance objectives will be evaluated during the actual conduct of that exercise. Serves as a controller/evaluator during the conduct of these tests.

11. Must comply with the provisions for environment, safety and health as stated in Standard Procedure 1-3100, General Safety Procedure, and adhere to the Integrated Safety Management System Core Functions and Guiding Principles.

KNOWLEDGE/SKILLS/ABILITIES & OTHER REQUIREMENTS:

1. Associate degree in Security Management/Administration, Criminal Justice, Security Operations, Protective Services/Law Enforcement Technology, Emergency Management, Safety & Emergency Response, Intelligence Analysis, or related technical-security disciplines OR Applied Science or technical degree related to site operations, facility operations, or safety systems AND a minimum of 3 years of Protective Force Operations or Training Instructor experience OR a minimum of 6 years of progressive Protective Force Operations or Training Instructor experience demonstrating operational and analytical competence.
2. Two years of experience in developing and analyzing effective response plans and assessments of security or law enforcement operations or equivalent combination of experience in one of the following: (1) DOE Protective Force Operations supervisor or Training supervisor with experience in tactical planning or exercise evaluation; or (2) directing responses to and assessments of security alarms (e.g., CAS or PAAC).
3. Familiarity with DOE Order 470.7, risk-based operational planning, and performance testing methodologies preferred.
4. Experience with adversary pathway modeling tools (e.g., Simajin) or computerized tactical simulation models desired.
5. Ability to obtain and maintain DOE Q Security Clearance.

INTERVIEW PROCESS AND LENGTH:

Interview will last approximately 1.5 hours and consists of the following:

1. Panel Interview – 1 hour
2. Practical Exercise – 30 minutes

Candidates are encouraged to review Security Programs and Planning Procedures 1-8105 and 3-8106.

SELECTION AND NOTIFICATION:

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HOW TO APPLY:

This notification is **posted internally** until 2300 on Tuesday, November 3, 2026.

Internal Applicants

Interested internal applicants may apply online at <https://internal-centerrasrs.icims.com> or by using the iCIMS – Internal Career Portal link available on the Centerra-SRS Intranet.

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Centerra-SRS is an equal opportunity employer and takes affirmative action to recruit, hire, promote, and retain individuals with disabilities and veterans. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy and sexual orientation), veteran status, marital status, national origin, age, disability, genetic information.

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JOB NUMBER: 26-19

For more information, please refer to SP 1-2510 or contact the Workforce Services Department at 803-952-7997 or 803-952-7041.