

Regional Team Lead (Consultant)

Professional & Scientific Associates is seeking a Regional Team Lead (RTL) to support an international Government event planning contract. This is a consultant position and is performed remotely.

Summary

The Regional Team Lead will support a large international event support contract with the US Government. The Regional Team Lead will be responsible for all tasks required for successfully carrying out international events from initiation to closeout and ensure that technical solutions and schedules are implemented in a timely manner. The Regional Team Lead is responsible for the management of all technical and financial aspects of each event as described in the awarded task order assigned.

Fluency in French, Spanish or Arabic preferred but not required. Work can be done remotely in consultant's home office but will require primary support during standard East Coast work hours. Position requires limited travel. Events are assigned to the Regional Team Lead on an "as-needed" basis in response to government requirements.

Technical requirements include, but are not limited to:

- Coordinate and attend the event kickoff meeting with the assigned Task Manager and other project personnel, as required. Attend other meetings as necessary.
- Be available via phone and email as needed to support the participants, vendors and contract point of contact throughout the event performance period.
- Identify vendors for assigned event when necessary. Present resume and quote to the Task Manager or designee for approval as required in the event Statement of Work and/or the Blanket Purchase Agreement.
- Work closely with the travel vendor to coordinate air and ground transportation for participants. All itineraries must be thoroughly checked for compliance with the task order specific requirements.
- Review hotel contract, task order document, budget and other information to ensure complete understanding of the requirement.
- Request status updates from the Local Event Manager, as well as other vendors as necessary, to ensure all tasks are successfully executed on a timely basis.

Administrative tasks include, but are not limited to:

- Draft and ensure execution and adherence to the Contract for Services for new vendors and Purchase Orders for all vendors following the Standard Operating Procedures.
- Populate/Update/Closeout the project Plan in Smartsheet.
- Populate/Update/Manage the Translation Tracker.
- Manage the call order budget ensuring that all line items are managed within budget. Should items exceed budget or requirements change that increase the

budget, the RTL will work with the designated PSA Budget Lead to request and process a modification.

- All vendor quotes and other costs must be inputted and back up documentation, such as quotes, uploaded to the Vendor Invoices Smartsheet on a timely basis. Review and submit vendor invoices that are accurate, complete and reflective of the correct information relating to cost and counts of products and services delivered.
- Submit status reports and updates as requested.
- Attend all scheduled RTL meetings and trainings.

Qualifications:

- Bachelor's degree preferred
- Fluency in French, Spanish or Arabic (spoken and written) preferred
- Familiarity with Federal Travel Regulations (FTR) and the federal contracting arena a plus
- Meeting planning experience preferred
- Experience working with international vendors preferred
- Proficiency in Microsoft Office Suite

Interested applicants should send resume to:

Deb Borg

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