



Job Description Contract and Subcontract Administrator

This role is responsible for the day-to-day commercial and government contracting and subcontracting activity with full responsibility for accuracy contract and subcontracts management. This position serves to produce timely, accurate, detailed government contracts and subcontracts work in compliance with FAR, DFAR and company requirements. Individual must have strong background in government contracts and subcontracts administration and problem solving abilities. This position is required to maintain confidentiality on all sensitive information.

Responsibilities

- Provide administration activities with government and contracts and subcontracts for the services and products provided by our organization to external customers. This includes managing Non-Disclosure Agreements (NDA's), Proprietary Information Agreements (PIA's), Teaming Agreements (TA's) and Subcontract Agreements (SA's).
- Provide administration activities with commercial and government contracts and subcontracts for proposal process. This includes drafting Request For Proposals (RFP's to subcontractor's). It also includes maintaining ORCA, CCR and responding to any other contract RFP's for compliance on bids and proposals.
- Responsible for reviewing solicitations, preparations of proposals, contract negotiations including terms and conditions, contract performance and contract close out.
- Manage internal proposal preparation plans and schedule timely proposal preparation and approval activities in close coordination with the proposal manager and submit approved proposals to management for final review.
- Ability to identify contract terms and conditions and provide recommendations and term risk mitigation plans prior to proposal submissions.
- Provide and distribute contract instructions, contract flow down and internal organization direction on contract requirements by means of working with the finance team on purchase orders and sales orders.

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- Responsible for post award Contract/Subcontract administration, follow up, and general problem solving.
- Manage the receipt, review, acceptance and incorporation of all contracts, amendments and changes in accordance with company procedures.

Minimum Qualifications

Education/Experience: Bachelor's Degree in business, accounting or related field. A minimum of 5 years detailed experience of hands-on experience in government and commercial contracts and subcontracts administration. The position also requires thorough knowledge of contract law and with the Federal Acquisition Regulation (FAR) and associated Department of Defense DFARS. Experience and accomplishments will be considered in lieu of education level.

Skills:

- Problem solving and analytical skills
- Computer proficiency
- Must be able to coordinate effectively across multiple departments
- Ability to maintain effective working relationships with all levels of management
- Cost and pricing skills
- Interpersonal, oral and written communication skills
- Commitment to company values
- Fluent in English

Perform additional assignments as required by the needs of the company.