

# Contracts Administrator: Contracts Administrator I

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Administers, extends, negotiates and terminates standard and nonstandard contracts. Examines estimates of materials, equipment services, production costs, performance requirements, and delivery schedules to ensure accuracy and completeness. Prepares bids; processes specifications, progress, and other reports; advises management of contractual rights and obligations; compiles and analyzes data; and maintains historical information. Participates in and/or conducts proposal preparation, contract negotiation, contract administration, and customer contact activities to provide for proper contract acquisition and fulfillment in accordance with company policies, legal requirements, and customer specifications. This may include all facets of subcontract administration, such as developing specifications and work statements; preparing bid packages; recommending subcontractors; selecting vendors and suppliers; and coordinating vendor/supplier visits and writing awards. Negotiates and coordinates additions, deletions or modifications to all standard and nonstandard contracts in support of sales activities. Maintains communications to ensure timely contract execution by the parties. Ensures final contract documents are consistent with agreements reached at negotiations. May plan and participate in training of contract practices and negotiations to company personnel.

## **Knowledge, Skills and Abilities**

Limited use and/or application of basic principles, theories, and concepts. Limited knowledge of industry practices and standards.

## **Problem Solving**

Solves routine problems of limited scope and complexity following established policies, standardized practices and procedures.

## **Discretion/Latitude**

Work is closely supervised. Follows specific, detailed instructions and/or guidance from more senior functional staff.

## **Impact**

Contributes to the completion of routine task-related activities. Errors do not typically have a major effect on the organization.

## **Liaison**

Contacts are primarily with immediate supervisor, project leaders, and other professionals in the section or group.

## **Work Products (Examples may include but are not limited to)**

Responsibilities include pre-proposal activities, such as preparation of standard teaming agreements, non-disclosure agreements, prime and subcontract proposal planning and support. Coordinates with Finance to prepare cost proposals for non-complex solicitations for review by management. Coordinates management approvals for proposals and contracts. Reviews contract terms for discussion with senior staff. Enters contract/subcontract data into appropriate data systems and prepares standard documentation. Prepares contract closeout documentation for review by senior staff.

## **Minimum Education and Experience**

0+ years directly related experience with Bachelor's Degree in Business or related field. Ability to communicate clearly.