

Contracts Administrator: Contracts Administrator III

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

Complete understanding and wide application of principles, theories, concepts, standards and practices in the field. General knowledge of other related disciplines. Possesses developed analytical and writing skills.

Problem Solving

Develop solutions to a variety of difficult problems. May refer to established precedents and policies. Solutions are imaginative, thorough, practicable, and consistent with organization objectives.

Discretion/Latitude

Works under only general direction. Exercises some latitude in determining objectives and approaches to assignments. Completed work is reviewed for desired results.

Impact

Contributes to the completion of specific programs and projects. Exerts some influence on the overall objectives and long-range goals of the organization. Failure to obtain results and/or erroneous decisions or recommendations would typically result in serious program delays and/or expenditure of resources.

Liaison

Represents organization as prime contact on projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.

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

Prepares fully compliant business proposals. Compares the requirements of proposals with the guidelines of the FAR/DFARS for compliance. Reviews contractual documents to ensure they satisfy customer specifications and requirements while adhering to company policy and all applicable laws and regulations. Works closely with technical leads and management in negotiation of standard contracts, subcontracts, confidentiality agreements, and teaming agreements. Primary responsibility for interpretation of contractual terms and conditions. Examines performance requirements, delivery schedules and other contractual obligations to ensure accuracy, completeness, and adherence to bid specifications or contractual terms. Prepares formal correspondence, and assists in preparation of progress reports and various other reports to track deliveries. Enters contract/subcontract data into appropriate data systems and prepares standard documentation. Prepares contract closeout documentation.

Minimum Education and Experience

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