

# Contracts Management: Associate Manager, Contracts

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Administers, extends, negotiates, and terminates standard and nonstandard contracts. 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 also include all facets of subcontract administration, such as developing specifications and work statements; preparing bid packages; recommending subcontractors; selecting vendors and suppliers; coordinating vendor/supplier visits; and writing awards. Examines estimates of materials, equipment services, production costs, performance requirements, and delivery schedules to ensure accuracy and completeness. 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. Negotiates all standard and nonstandard contracts in support of sales activities. 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.

## **Management Role**

Frequent use and application of general knowledge of industry practices, techniques, standards, principles, theories, concepts and techniques. Possesses developed analytical and writing skills.

## **Policy and Strategy**

Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

## **Freedom to Act**

Works under general supervision. Follows established procedures. Work is reviewed for soundness of judgment, overall adequacy and accuracy.

## **Impact**

Contributes to the completion of milestones associated with specific projects. Failure to achieve results and/or erroneous decisions or recommendations may cause delays in program schedules and may result in the allocation of additional resources.

## **Liaison**

Primarily internal company contacts. Infrequent inter-organizational and outside customer contacts on routine matters.

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

Prepares fully compliant pricing proposal documents for task orders and standard, non-complex business proposals. Compares the requirements of the proposal with the guidelines of the FAR/DFARS for compliance. Validates the cost volume, contents, support data and distribution. Coordinates final approval and signature of the offer. Reviews terms & conditions and participates in customer negotiations under supervision of higher level contracts staff. Makes recommendations to management to execute contractual documents. Develops responses to FOIA requests for senior review. Enters contract/subcontract data into appropriate data systems, and prepares standard documentation. Prepares contract closeout documentation.

## **Minimum Education and Experience**

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