

Contracts Management: Sr. Manager, Contracts

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

Contributes to the development of new concepts, techniques and standards. Considered expert in field within the organization. Has detailed knowledge of other related disciplines. Possesses developed analytical and writing skills. Analyzes data for trends.

Policy and Strategy

Develop solutions to problems that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.

Freedom to Act

Work is performed without appreciable direction. Exercises some latitude in planning, scheduling, and arranging own activities in accomplishing objectives. Independently determines and develops approach to solutions. Work is reviewed for desired results.

Impact

Plans and conducts assignments, generally involving more than one project. Errors in judgment or failure to achieve results would typically result in the considerable expenditure of company resources and/or failure to achieve major company objectives.

Liaison

Serves as consultant to management on major matters pertaining to its policies, plans, and objectives.

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

Prepares fully compliant business proposals. Negotiates and administers contracts, subcontracts, confidentiality agreements and teaming agreements. Reviews contracts and modifications with technical leads and management as required. 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, as well as reports that may be particular to the needs of the contract. Prepares contract closeout documentation. Assists management with specific contract-related requests, and performs research on particular topics as necessary.

Minimum Education and Experience

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