

Subcontract Business Partner: Subcontract Business Partner II

Develops subcontract specifications, work statements and terms and conditions for the procurement of specialized materials, equipment and/or services. Prepares bid packages, conducts bidders' conferences, analyzes and evaluates proposals, negotiates subcontract provisions, selects or recommends subcontractors, writes awards and administers resulting subcontracts. Negotiates and coordinates additions, deletions or modifications to subcontracts. Participates with contracts administration and purchasing to develop subcontract policies and procedures.

Knowledge

Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts, and principles.

Problem Solving

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

Discretion/Latitude

Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.

Impact

Contributes to the completion of organizational projects and goals. Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.

Liaison

Frequent internal company and external contacts. Represents organization on specific projects.

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

Prepares proposal requests in accordance with established terms and conditions of the contract.

Minimum Education and Experience

3+ years of directly related experience with a Bachelor's Degree in Business or a related field. Intermediate MS Word, PowerPoint and Excel skills. Professional Certification preferred.