Subcontract Business Partner: Subcontract Business Partner III

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
Complete understanding and application of principles, concepts, practices and standards. Full knowledge of industry practices.

Problem Solving
Develops solutions to a variety of complex problems. May refer to established precedents and policies. Ensure that there is an appropriate action plan to remedy any potential work plan slippage.

Discretion/Latitude
Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.

Impact
Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.

Liaison
Represents organization as a prime contact on contracts or 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 proposal requests in accordance with established terms and conditions of the contract.

Minimum Education and Experience
5+ years of directly related experience with a Bachelor's Degree in Business or a related field. Advanced MS Word, PowerPoint and Excel Skills. Professional Certification preferred.