

Subcontract Business Partner: Subcontract Manager

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

Has a complete understanding of the subcontracting process from RFP to subcontract placement and negotiation. Knowledgeable of all industry practices and requirements including the FARs. Viewed as an expert in the field within the corporation.

Problem Solving

Develops solutions to problems of high complexity which require a degree of ingenuity, creativity and innovativeness. Challenges are frequently unique and solutions may serve as precedent for future decisions. Manages the subcontract function and ensures consistency in subcontract management across the function.

Discretion/Latitude

Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment. Works within the boundaries set by the business area leader to meet program costs, schedules and technical requirements.

Impact

Decisions affect the financial, program, customer, and subcontractor performance. Erroneous decisions or recommendations would normally result in failure to achieve goals critical to the major objectives of the organization. Works with major subcontractors to obtain cost savings and meet business area financial targets.

Liaison

Serves as prime interface for the organization on highly significant subcontractor management issues relating to programs, capabilities and long-range goals and objectives. Interfaces on a regular basis with major subcontractors. Also, interacts with program management and leads on key subcontracts problems and direction. Keeps management apprised of subcontract achievements and issues.

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

Directs the management of subcontracts within company policies, procedures and Government regulations to support program requirements. Manages the subcontracts management cradle to grave process in accordance with best practices, company objectives, and regulatory requirements.

Minimum Education and Experience

10+ years of directly related experience with a Bachelor's Degree in Business or a related field. Excellent negotiation and interpersonal skills are required. MS Word, PowerPoint and Excel skills. Professional Certification preferred.