

Contracts Administrator: Contracts Administrator II

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

Knowledge, Skills and Abilities

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

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 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.