

Contracts Administrator: Sr. Contracts Administrator

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

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

Problem Solving

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

Discretion/Latitude

Work is performed under general direction and guidance. 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 contractual expert to Business Area Management on major matters pertaining to its 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.