

Contracts Administrator: Contracts Manager

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

Develops advanced concepts, techniques, and standards. Develops new applications based on professional principles and theories. Viewed as expert in field within the corporation.

Problem Solving

Develops solutions to problems of unusual complexity that require a high degree of ingenuity, creativity, and innovativeness. Challenges are frequently unique, and solutions may serve as precedent for future decisions.

Discretion/Latitude

Works under consultative direction toward long-range goals and objectives. Assignments are often self-initiated. Virtually self-supervisory.

Impact

Decisions affect the financial, employee, or public relations posture of the organization. Erroneous decisions or recommendations would normally result in failure to achieve goals critical to the major objectives of the organization.

Liaison

Serves as prime consultant and external spokesperson for the organization on highly significant matters relating to policies, programs, capabilities, and long-range goals and objectives.

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

Negotiates major program contracts and proposals with customers. Oversees the work product of the cross-functional team preparing and submitting major competitive proposals. Serves as the contracts expert on Red team reviews. Prepares analyses at the request of the Business Area leader on key contractual issues. Prepares the negotiation team for major program negotiations with the customer. Leads the interface with Government DCMA and DCAA personnel.

Minimum Education and Experience

15+ years directly related experience with Bachelor's Degree in Business or related field. Ability to communicate clearly.