

Contracts Associate: Contracts Associate I

Performs a variety of activities in support of Contracts. Gathers, collects, records, tracks and verifies data and information from multiple sources. Compiles, reviews and analyzes data. Uses software for functional area to compile and generate reports, statistics, timelines, tables, graphs, correspondence and presentations. May design processes to enhance work flow. Provides data and information to others on functional unit processes and procedures.

Knowledge

Little or no knowledge of Contracts Administration. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.

Supervision Received

Close supervision involving detailed instructions and constant checking on work performance.

Consequence of Errors

Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.

Contacts

Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.

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

Works with proposals, agreements, prime and subcontract proposal support. Coordinates proposals for non-complex solicitations for review by management. Coordinates management approvals for proposals and contracts.

Minimum Education and Experience

High school and 0 years experience.