

Contracts Administrator

The Contracts Administrator will draft and issue documents that have a legal and/or contractual component to procure construction support and services. The Contracts Administrator is responsible for overall subcontract maintenance and compliance including certified payrolls and other deliverables. This position requires computing skills to maintain records and databases essential to contract management, and goals. The Contracts Administrator provides database management and project tracking as directed.

As a representative of the company, the Contracts Administrator must present a professional appearance and demeanor, with excellent written and verbal communication skills.

Qualifications

- Administers and monitors contract performance on major government contracts
- Conducts the negotiation and administration of agreements between the company/customers/subcontractors/vendors ensuring adherence to company policies and procedures
- Responsible for reviewing contract solicitation terms, handling contract award confirmations, interpreting agreement terms and conditions and identifying potential issues, reviewing agreement amendments / modifications and incorporating changes
- Reviews contractual documents to ensure adherence to company policy, government specifications and requirements, identifies risks and areas of concern on contract terms and conditions and provides contractual advice, guidance and support to the contract lead / program and operations managers
- Responds to inquiries regarding contract obligations and revisions
- Assists in fulfillment of contract deliverables
- Negotiates subcontract terms and conditions
- Prepares teaming agreements, MOU's, MOA's, and domestic and international consultant/sales representative agreements and other contractual agreements
- Prepares contractual documents, including the preparation of contract terms and conditions, and assembles contract documentation package
- Participates in management review of proposals/contracts and in the conduct of program review
- Assists with subcontract negotiation and management
- Maintain effective internal and external customer relations
- Perform special projects as requested

Requirements:

- At least 5 years of related experience
- Strong knowledge of Federal Acquisition Regulations (FAR) and Defense Federal Acquisition Regulations Supplement (DFARS)
- Strong understanding of contract/Purchase Order terms and conditions and detailed knowledge of the government contracting process including sole source and competitive procurements
- Comprehensive knowledge of the terms and conditions appropriate for different contract types (MATOC, SATOC, MACC, SABER, JOC, IDIQ, etc.) and their proper use
- Detailed knowledge of government contract administration duties including subcontract flow downs, change management, inspection, acceptance, payment, warranty, close-out and records retention
- Detailed knowledge and thorough understanding of proper drafting, negotiation and use of

contracts, subcontracts, P.O.'s teaming and other forms of agreements

- Excellent verbal and written communication skills
- Contract I agreement briefing, negotiation and review experience
- Experience in monitoring contracts/subcontracts of increasing complexity and value

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