



JOB DESCRIPTION

POSITION	Contract Administrator
DEPARTMENT	Business Development
REPORT TO	President or Contracts Manager

GENERAL SUMMARY

Locating future work by searching Government sites, developing working relationships with other companies, leading the staff in proposal efforts and reviews. Coordinate and guide proposal workflow. Providing assistance to technical writing staff in the development and submission of proposals. Assist in the contracts area with reviewing RFPs, Solicitations, Sources Sought, etc.

ESSENTIAL DUTIES AND FUNCTIONS

- Must know how to search Government websites
- Schedule, as well as lead, internal proposal status meetings and reviews
- Participate in capture discussions to ensure understanding of the bid efforts
- Provide direct and indirect assistance of proposal efforts for prime and subcontractor so the submissions of the proposals are compliant and submitted on time
- Distribute all incoming contracts, subcontracts, modifications to PM's and Accounting
- Assist in the drafting of contractual correspondence.
- Serve as the main POC for all proposal input.
- Maintain accurate well-organized contract and bid files
- Assist in the closeout of contracts
- Strong interpersonal skills as daily interaction will be with all levels of personnel
- Performs other related duties as assigned.
- This position may require occasional travel.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty listed above satisfactorily. Must also be confident utilizing Microsoft Office (including Word, Excel, etc.), and possess knowledge of FAR, DFARs, Non-Disclosure Agreements (NDA's), Teaming Agreements, and the ability to interpret contract terms. Familiarity with Time and Materials (T&M), Firm Fixed Price (FFP), Cost Plus Fixed Fee (CPFF) and Indefinite Delivery, Indefinite Quantity (IDIQ) contracts preferred. This position also requires periodic drug testing, a valid driver's license, Background Check and ability to obtain U.S. Government Security Clearance.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree in Procurement or in a business-related field (e.g., Marketing, Business, Communications) with six (6) years' experience; related experience in proposal preparation a plus. Ability to work in Government web sites also a plus.



SUPERVISION

Position reports directly to Contracts Manager or President, and is under his/her general direction.

LANGUAGE SKILLS

Must possess excellent written and verbal communication skills and use these skills to effectively coordinate with various levels of management, project managers, technical personnel and client organizations. Must also utilize this expertise by building partnerships with customers by regularly demonstrating a high level of expertise and professionalism.

REASONING ABILITY

Detail oriented and organized self-starter. Must be able to multitask all day, and must be able work independently with minimal supervision and broad direction. Handle and prioritize multiple tasks and projects while maintaining a high-level of accuracy in a fast-paced high-pressure, high-output, deadline-oriented environment.

PHYSICAL DEMANDS

This position requires sitting at a computer for extended periods of time, and some light lifting as needed.

WORK ENVIRONMENT

While performing the duties of this position, the employee regularly works in an office environment that is very high paced. There is low to moderate noise in the work environment.