



Click [here](#) for full vacancy details and to apply

Position Title: Contracts Administrator

Position Overview: This position supports the contracting functions of the company by administering contracts and subcontracts, including associated financial tracking/reporting, assisting with pricing, and ensuring contracts are supported. This position uses a growth mindset to assist in developing functions and systems to enhance organizational responsiveness and productivity.

Responsibilities:

- Administers federal government contracts and subcontracts in compliance with DFARS/FARS including subcontracts, contract modifications, and task orders
- Prepares and issues formal communication with teammates and other external stakeholders including Letter Agreements, Non-Disclosure Agreements, and Teaming Agreements
- Sets up contracts in system ensuring all contract data elements are accurately and consistently entered; assigns applicable job codes
- Compiles and maintains all required contractual records and documents in accordance with contract requirements and company policies and procedures
- Tracks actual expenditures, incurred costs, and commitments
- Prepares invoices for review and submission
- Creates and analyzes monthly, quarterly, and annual reports to ensure appropriate allocation of cost
- Assists company leadership to develop pricing strategies for new or existing businesses

Qualifications, Knowledge, and Skill Required:

- Bachelor's Degree
- 3-5 years of cross-functional experience in contracts, finance, program administration, or related technical operational discipline
- Knowledge of contract types including T&M, Cost-plus, and Firm-Fixed-Price, as well as applicability and limitations, along with an understanding of direct and indirect cost elements
- Knowledge of DFARS/FARS and applicable laws and regulations affecting federal government contractors
- Strong ability to analyze problems and recommend solutions
- Ability to communicate effectively both orally and in writing
- Proficiency in MS Office specifically Excel, Word, and PowerPoint programs as well as Adobe
- Must be authorized to work in the U.S.