

Continental Electronics

CONTRACTS MANAGER

CEC is seeking an early or mid-level, eager Contracts Manager who is looking for an opportunity for growth in a collaborative team. This individual will be responsible in leading efforts associated with the contract Life cycle to include but not be limited to reviewing, drafting, revising, and negotiating contracts. Will recommend improvements and innovations to the oversight of our contract process and ensuring contract accuracy. This person will serve as a key point of contact between CEC and third parties to ensure timely review and approval of any contractual variations. Reports to the Head of Contracts.

RESPONSIBILITIES

- Perform cradle-to-grave contract and subcontract administration for government and commercial contracts
- Draft and negotiate NDAs, TAs, vendor agreements, subcontracts, consulting/contractor agreements, license agreements, Requests for Proposals, Information, and Quotes (RFP, RFI, and RFQ respectively), and related amendments
- Review internal and third-party RFIs, RFQs and RFPs to ensure compliance and work alongside the sales, finance, and technical teams during each stage of the proposal process
- Understand and negotiate contractual terms and conditions; identify, evaluate, and brief management on areas of contractual risk
- Serve as a liaison between internal and external parties during contract development and negotiation stages, as well as throughout contract execution
- Facilitate productive communication with other departments regarding legal requirements, company policies, and contract terms
- Prepare, keep current of, and actively document to be shared with management contract statuses
- Draft and provide contract summaries to company management and ensure contract execution in accordance with guidelines and company policies
- Create, simplify, and improve legal and contracting processes
- Perform contracts/legal process expertise to functional stakeholders
- Maintain corporate registrations (SAM, D&B, etc.)

REQUIREMENTS

- Minimum of 7 years of experience administering federal and commercial contracts with an emphasis in negotiating terms and conditions
- Ability to get a secret clearance or receive one
- Bachelor's degree required or related field plus 7 years of experience in contract management
- Experience working DOD (Department of Defense) related contracts
- Good working knowledge of FAR/DFAR, contract types (CP, FFP, T&M), commercial contracting processes and subcontracting processes
- Ability to resolve contractual issues and recommend business solutions to management

- Strong organization skills with the ability to work in a fast-paced start up environment while managing competing priorities
- Desire to work both independently and collaboratively as part of a team
- Expertise in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- Familiarity with ITAR, EAR
- Must pass a drug test and background check
- Must be a US citizen due to government requirements

PREFERRED

- NCMA credential (CPCM, CFCM, CCCM, CCMA)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus. Reasonable accommodations will be made.

BENEFITS

CEC provides opportunities for educational reimbursement, employee assistance program, 3 weeks of vacation & sick time, family medical / dental / vision benefits, matching 401k, free life & disability insurance, service awards, company lunches, and employee social events.

Qualified applicants, please include a cover letter to be considered, stating why you would like to work here and why you are qualified for this position.

Equal Opportunity Employer: minority / female / disability / veteran