

Continental Electronics

SENIOR CONTRACTS MANAGER

As Senior Contracts Manager, you will perform cradle-to-grave contracts management for federal and commercial contracts. Assist in the Management of the company's customer interface and administrative activities related to obtaining and executing prime and subcontracts for delivery of products and services. This person will report to the VP of Operations.

Subject matter expert with comprehensive knowledge of job area and in-depth knowledge of contract management. Manage large, complex contracts of substantial importance to the organization with minimal oversight or direction. Communicate within and outside of the organization to explain and influence changes to practices, processes, and approaches. Make significant improvements in processes, systems, or products. Provide input into new products/processes and implement operational plans that have measurable impact on business or functional results.

RESPONSIBILITIES

- Oversees RFP review and risk assessment, proposal preparation, contract negotiation, contract administration, and customer contact activities for assigned contracts/programs.
- Provides a proactive voice in the business process
- Oversees proper contract acquisition and fulfillment in accordance with company policies, legal requirements, and customer specifications
- Develops and applies advanced concepts, techniques, standards and solutions to unusually complex problems
- Supports bid and proposal preparation
- Ensures compliance with federal procurement regulatory requirements and provides the primary customer interface on related issues
- Advises management on business decisions from a contractual perspective and facilitates customer interface regarding contract performance matters
- Provides in-house guidance and training on federal procurement regulatory matters to Program Managers, Division staff, and other stakeholders
- Acts as the primary company interface with customer contracting officers and procurement agents

QUALIFICATIONS

- US citizen
- B.S. or B.A. in Business or Finance or equivalent experience
- BA/BS in a business or related field with 7+ years of experience in contract management, dealing with US Government contracts
- Active DoD clearance or the ability to obtain one
- 4+ Years' Experience with international and commercial contracts
- 7+ Years' Experience with FAR, DFAR, ITAR, EAR, CAS
- Deep understanding of FAR and DFARs contracting and subcontracting regulatory guidance. Able to provide guidance to others to ensure compliance in the proposal, negotiation, administration, and other contract related activities
- Negotiating terms and conditions with both the government and prime contractors
- Experience working with the DCMA, DCAA and other federal agencies.
- Experience with intellectual property and data rights
- Extensive experience with Software Licensing Agreement a plus
- Experience with Strategic Partnerships
- Self-motivating and able to manage multiple contracts with little assistance from others

PREFERRED TRAITS

- Active Listener
- Humble demeanor
- Excellent people skills, with experience leading and collaborating in a multi-disciplinary, diverse, and dynamic team environment.
- Ability to identify conflicts between projects and present resolution options.
- Ability to think critically, problem solve and work independently.
- Excellent communication skills (written, verbal, & presentation).
- Demonstrated business acumen/finance experience.
- Demonstrated ability to build relationships.

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 or stand, 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