

# **Mercury Systems, Inc.**

## **Subcontracts Manager**

### **In this role, you have the opportunity to:**

Solicit, award, document, and administer subcontracts in accordance with the Federal Acquisition Regulations (FAR), Defense Supplements (DFARS), and company policy.

### **You are responsible for**

- Support new business activities, including but not limited to, issuing Non-Disclosure Agreements, establishing Teaming Agreements, requesting subcontractor quotes and proposals, negotiating subcontractor rates, and evaluating subcontractor proposal submissions
- Manage the completion of cost/price analyses
- Work with Operations/Program Management to monitor subcontractor performance and compliance. This involves providing regular feedback, and managing the correction of any deficiencies discovered
- Negotiate Terms and Conditions with subcontractors to minimize execution risk
- Prepare complete and compliant CPSR documentation files that are consistent with the FAR requirements as well as the company procurement manual
- Assist Contracts staff in creating subcontracting plans as well as eSRS submittals
- Process and manage subcontractor closeout activity to obtain supplier releases and de-obligate excess contract funds
- Assist the Operations/Program Management teams with preparing and documenting sole/single source justifications

### **You are a part of:**

A growing team with the ability to actively provide knowledgeable consulting services to the Global Procurement Function as may be necessary to assure the company passes initial and subsequent CPSRs and future reviews of Mercury's purchasing system as described by the DFARS. This may include establishment of a base line program and support of training and implementation.

### **To succeed in this role, you should have the following skills and experience**

- Bachelor's degree or equivalent in Business Administration or related field
- Minimum of five years of directly related work experience with a defense contractor
- Ability to obtain and maintain a Secret-level security clearance. (Current security clearance preferred)
- Knowledge of the principles, concepts, practices and standards of compliant federal procurements
- Working knowledge of the FAR/DFARS and Public Law requirements

- Strong knowledge of the DFARS requirements necessary to pass a DCMA Certified Purchasing System Review (CPSR)
- Knowledge of all contract types, including firm fixed price, cost plus, ID/IQ, Task Order, etc.
- Excellent interpersonal, written and verbal communication skills
- Well organized with the ability to work in a fast-paced environment while managing multiple priorities and meeting contractual deadlines
- Strong negotiation skills
- Strong proficiency in Microsoft Office, including Word, Excel, and PowerPoint, Outlook and SharePoint
- Working knowledge of international contracting/subcontracting and related export compliance
- Experience using Oracle or other enterprise planning systems
- Experience writing/reporting against small business subcontracting plans
- Certification: CPCM, CFCM, C.P.M, CPSM, CPSD or similar

Please apply at [mrcy.com](http://mrcy.com)

Potential applicants or interested parties (no agencies, please), may contact Paul Leuchte, [pleuchte@mrcy.com](mailto:pleuchte@mrcy.com) for further information.