

5 September 2019

MANAGER OF CONTRACTS

Job Code: MCMAL5

Job Level: Management Level

Resume POC: Tracy Stark, tstark@quantechserv.com

Job Function:

Prepares proposals, negotiates contracts and administers commercial and government contracts in accordance with company policies and legal requirements. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks to include developing and authoring teaming agreements, non-disclosure agreements, letters of contract, subcontracts and contracts.

Responsibilities include:

- Administers, extends, terminates and negotiates standard and nonstandard contracts
- Conducts proposal preparation, contract negotiation, contract administration and customer contact activities to provide for proper contract acquisition and fulfillment in accordance with company policies, legal requirements and customer specifications
- Examines performance requirements, and delivery schedules to ensure accuracy and completeness
- Advises management of contractual rights and obligations; compiles and analyzes data; and maintains historical information
- Prepare and negotiate contracts, purchase agreements, leases, licenses, non-disclosure agreements and teaming agreements
- Interprets and understands various Federal Governmental acquisition laws and regulations
- Reviews requirement documents for clarity and adequacy
- Negotiates terms and conditions including price, delivery, quality and performance requirements
- Develops the subcontract documentation, ensuring it complies with Government and Company requirements
- Solely responsible for all contract management for the company. Performs cradle to grave contract functions
- Negotiates contract changes and responds to all formal contract inquiries and issues.
- Provides contract status as required.
- Negotiates and issues teaming agreements, non-disclosure agreements and memoranda of understanding
- Closes out contracts upon receipt of all deliverable items
- Provides routine contract advice to business directors and other related functions such as finance, HR and business development
- Travel may be required

Competencies:

- Has good demeanor, professional appearance
- Provide energetic and enthusiastic representation of Quantech
- Highly flexible to "get it done" and supports all efforts as required to execute



- Works autonomously and requires minimal supervision
- Displays high level of initiative and involvement with corporate and customer needs
- Ability to work with others under stressful personal situations
- Self-starter with excellent written and verbal communication skills
- Understand and displays Company's Core Values
- Communicates well with all levels of team members and management
- Extreme attention to detail with the ability to solve problems and recommend solutions
- Excellent time management skills
- Displays initiative, integrity and involvement with corporate and customers' needs
- Understands business climate in areas of responsibilities and across multiple business areas
- Keen negotiation skills
- Good judgment and problem solving skills with proven analytical abilities
- Confidentiality is vital for this position

Education Required:

- Master's degree preferred. Bachelor's degree is required.
- CPCM and/or CFCM Certification desired.

Experience Required:

- Minimum of 7 years of successful experience working with commercial and government contracts. Knowledge of the Federal Acquisition Regulations (FAR) and the Defense Federal Acquisition Regulations (DFAR)
- Proficiency with Microsoft Word and Excel; Adobe Acrobat Professional; Google suite; Deltek/CostPoint

Security Clearance:

- Must be a U. S. Citizen able to obtain and maintain a DoD security clearance.

