



Contract Administrator

Pacific Scientific Energetic Materials Company (PSEMC), a Danaher company, is the industry leader in the creation, development, design and manufacture of tomorrow's energetic mission critical technologies and solutions. With location in Chandler, Arizona, Hollister and Valencia, California, PSEMC, uses advanced chemistry, electronics, mechanical and materials technologies to create leading-edge components and systems, which meet tomorrow's energetic challenges. Our innovations serve a broad base of commercial and military markets and applications. View all our positions at www.psemc.com

Description:

Job Responsibilities:

- Administer and review Assigned contracts for compliance with: ITAR, regulations, teaming, representative, and NDA agreements.
- Leads negotiations of contracts with the support of the proposal manager.
- Participate in proposal efforts; provide interpretation and explanation of present and potential obligations and responsibilities imposed by contractual terms. Assist in highlighting areas of concern and risk areas contained in the SOW, specification, requirements and T&C's.
- Possesses a working understanding of the UCC and contract law with basic understanding and navigation of the FAR and export compliance
- Analyze customer's terms and conditions for acceptability.
- Complete applicable certifications required by the RFP for submittal to the customer.
- Support customer fact-finding by coordinating efforts of pricing, program management and other applicable departments.
- Assist in the negotiations of proposals.
- Ensure and maintain contract files for post award audits and modifications to contract.
- Coordinate change proposals regarding change of scope in contract
- Perform order entry and electronic maintenance of assigned contracts.
- All written communications with customer maintained by assigned CA.

Requirements:

Bachelor's degree in Business Administration or equivalent

Minimum of three (3) years experience working with contracts preferred

Well versed and experienced in FAR, DFAR, ITAR, EAR, UCC and Commercial Contracting; contract law.

Must be able to perform order entry into MRP system (SAP, Oracle, Visual or similar).

Strong communication skills and ability and willingness to type letters with minimal administrative support a must

Must be familiar and able to work in a fast paced, multi-faceted setting

***Applicants must be U.S. Citizens**

****PSEMC is pleased to be an Equal Opportunity Employer. Applicants are considered for this position based upon their experience and education, without regard to race, color, religion, sex, national origin, age, sexual orientation, ancestry, marital, disabled or veteran status.**