



MANAGER, CONTRACT ADMINISTRATION

DESCRIPTION:

Manage staff of Contract Administrators to plan, develop, and direct the preparation, Negotiation and execution of all government and commercial contracts. Manages staff in the direction of the preparation of all contract cost estimates and new business cost proposals. Contract staff to prepare corporate leases, construction contracts, and business association agreements with our corporations.

RESPONSIBILITIES:

Management of Contracts Department and Staff development, administration and functional execution such as:

1. Formulates and directs program contract policies and procedures with respect to contract administration providing continuous improvement in performance.
2. Represent the company in the negotiations and discussions with customers on all major problems pertinent to the execution, negotiation and administration of both government and commercial contracts.
3. Directs the negotiation of contracts and changes to existing contracts, establishes acceptable contract format concerning terms, conditions, and estimated cost and fees on price, as well as re-determination and termination of the contract.
4. Works directly with the government auditors during audit studies by furnishing required approvals, resolving questions related to costs questioned, resolving questions related to company policies and procedures and by following up on changes recommended by the auditors.
5. Serves as the primary contact between company and governmental agencies.
6. Continuously improves capability of the staff through hiring, development and training.

QUALIFICATIONS:

Master's Degree in Business Administration, or related degree and approximately 10-15 years of related experience, five of which must be associated with government contracts or a degree in Law, plus close to eight(8) years of related experience.

Position requires excellent verbal and written communication skills, interpersonal relations, math aptitude and problem solving

ADDITIONAL INFORMATION

Location: Hollister

Travel: Limited

Employment Type: Full Time

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