



## **CONTRACTS MANAGER**

### ***JOB RESPONSIBILITIES:***

Space Vector is seeking an experienced and motivated individual to manage their contracts department. The Contracts Manager will be responsible for managing, directing, and controlling the contract function, overseeing contract administration and the daily functions associated with all programs of the company. This person will work on proposals and handle complex issues regarding contracts and related matters as well as preparing related/required management reports.

The Contracts Manager will represent the business as the primary liaison with Contracting Officers, DCMA, DCAA, and customer contracts departments. The successful candidate will oversee all formal teaming arrangements, proprietary information agreements, cost and business proposals, and contract negotiations. This activity to include oversight of the development of all cost and business proposals prior to senior management review and submission to ensure compliance with the RFP, regulatory requirements and corporate policy. Will work on and add value to proposals. Assist in the establishment of policy and procedures for the contract management function, and monitoring operational performance in line with corporate objectives. Lead, motivate, advise, and train staff and line management in all matters of contract administration. Manage and control all Company facility and ITAR issues.

### ***REQUIREMENTS / QUALIFICATIONS:***

Minimum Requirements: BS degree in Business Administration, Business Law, or related discipline and 5 to 10+ years of contract administration experience. Strong technical knowledge of FAR, DFAR and Government Supplements. Familiarity with CAS. Strong organizational skills. Excellent verbal and written communication skills, exceptional negotiation capabilities. Proficient in Microsoft Office applications. Self-motivated, hands-on, action oriented style. Customer-focused, innovative in solving business problems and challenges. High level of integrity and honesty, with the ability to build rapport quickly. Demonstrated strong interpersonal skills and the ability to work successfully with others, including program management staff and subordinate professionals. Ability to work autonomously with minimal direction. An intense desire to help the business grow and proactively propose creative contract solutions.

Desirable competences: Prior experience in aerospace systems. Understanding of Export Control/ITAR and Intellectual Property. Experience managing facility security systems a plus.



## **SECURITY CLEARANCE**

Requires US citizenship and ability to obtain a Secret clearance. Active secret clearance strongly preferred, but not required.