



Contracts Manager

Location	Lee's Hill		
Clearance Level			
Education	Bachelors Degree	Division	EOIR Accounting
Experience	10+ Years	Position Type	Full-time
Misc Requirements		Work Shift	Monday - Friday
		Travel Required	None

GENERAL JOB DESCRIPTION

Responsible for overall contract administration support to include issuing, administering, and monitoring contracts/subcontracts and contract performance on Government prime and subcontracts. Negotiate proposals and contracts and respond to inquiries regarding contract obligations and revisions with other contractors or government.

CANDIDATE REQUIREMENTS

Must have Bachelors degree and 10+ years experience with various types of contracts (T&M, CPFF, FFP, certifications or degree in contracts management required. Must have hands-on experience negotiating contracts and working with government contracting officers.

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