

## ***Position Description***

---



Position Title: **Senior Contracts Administrator**

Department: **Corporate Services Group/Contracts**

Responsible To: **Contracts Manager**

FLSA Status: **Exempt**

Effective Date: **March 1, 2009**

---

### ***Position Summary***

The Sr. Contracts Administrator provides analysis, oversight and administrative support for the company's contracts function. Responsibilities include support throughout all stages of the contracting process, including contract creation and pricing, negotiation, implementation, audits, changes, updates, and contract completion. All duties are performed with a strong focus on client service (internal/external), as well as solid commitment to the organization's contracting policies and procedures and prevailing legal guidelines.

### ***Examples of Essential Functions & Responsibilities***

- Prepare and issue solicitations, bids and proposals in collaboration with members of the organization's Business Development, Operations, and Corporate Services teams;
- Analyze and assess contract components to include: terms and conditions, special provisions, procurement requirements, supplier capabilities, and pricing arrangements; ensures components align to legal requirements and regulations, as well as LCE policies and procedures
- Alongside cross-functional team members, participate in and provide support for the contracts negotiation, administration, and awarding processes for purchase orders and subcontracts
- Draft standard contractual documents and resources in accordance with prescribed templates and guidelines
- Prepare and administer all contractual correspondence to include negotiation memoranda, and procurement and contract/subcontract administrative documents and information; ensure a timely and coordinated submittal process that promotes positive client relationships and a focus on organization and accuracy
- Prepares, organizes, and maintains all contractual records and files in a manner that supports ease of reporting and documentation of contract performance and compliance
- Provides information for and supports purchasing and contract audit activities
- Performs and provides oversight for contract closeout activities, including final invoice packages
- Works with functional and cross-functional team members to identify, develop, and implement contract policy and process revisions, updates, and changes; works with team to communicate these changes to impacted parties and provide support to stakeholders during transition periods
- Ensure internal and external service levels are achieved on a consistent basis and at prescribed levels; immediately raise all service level concerns to the appropriate leadership levels
- Provide direction and oversight to other contracts personnel, ensuring their alignment to company and legal guidelines; also ensure prescribed processes are followed to maximize departmental efficiencies and effectiveness
- Schedule various departmental resources as appropriate, coordinating calendars and raising resource conflicts to management team members

- Ensure professional interaction and communication with clients (internal/external) during all contractual activities; immediately raise client issues or concerns to management team members for resolution in support of positive client relationships
- Track, report and analyze all contract “delivery” costs and other operational expenses to determine efficiencies and identify opportunities for process improvements; move manual processes to electronic formats, as well as streamlining processes whenever feasible, to demonstrate the department’s value-add partnership to both internal and external clients
- Monitor building security and report unusual incidents and findings to appropriate team members
- Assist other team members with their responsibilities based on volume of work and established priorities
- Monitor and maintain current levels of office supplies, equipment and other materials to ensure efficient office operation
- Organize self and work environment to ensure timely completion of assigned duties, accounting for unanticipated support needs and changing priorities
- Ensure personal compliance to company guidelines as specified, with particular care given to safe work practices
- Perform other duties and responsibilities as assigned or requested that the employee is capable of performing

### ***Education & Experience***

- Bachelor’s degree in business administration, finance, accounting, or related field; may consider prior experience in lieu of degree
- Minimum five – seven years prior contract administration experience within a government contracting environment
- Prior supervisory experience helpful

### ***Skills, Abilities & Traits***

- Keen knowledge and understanding of government contracting laws, regulations, and requirements
- Advanced proficiency in Microsoft Outlook, Word and Excel software
- Strong financial and data analysis skills, with the ability to report and present findings in a concise, thorough, and informative fashion
- Proficiency in Deltek Accounting software and 10-key calculator
- Must possess a global perspective and disposition, as well as a creative ability to identify new service opportunities and resolve issues for all clients
- Excellent communication skills – speaking and writing – particularly in client service settings
- Strong organizational and time management skills, with the ability to facilitate the work of the department during high service level demands and multiple priorities that may shift unexpectedly
- Ability to analyze cause and effect scenarios and identify solutions with minimal leadership oversight
- High degree of accuracy and attention to details; must be mathematically proficient
- High comfort level working with and around all organizational levels, clients, vendors and visitors
- Ability to work as a team player and demonstrate personal initiative to complete the work of the team and company as a whole
- Must have a warm and approachable personality that quickly establishes a professional rapport with all encountered
- Must be sensitive to the professional expectations of the business, ensuring a positive interaction and impression for all stakeholders
- Must be highly reliable and capable of meeting work schedule consistently

***Physical Demands & Expectations***

- Regular physical activity to include walking, climbing stairs, bending, stooping, reaching, lifting (up to 30 pounds), and standing; periods of prolonged sitting may be required
- Ability to speak, read, hear and write, with or without assistance
- Ability to use phone and computer systems, scanner, copier, 10-key, fax and other office equipment
- Must be able to meet overnight travel expectations of up to 5%

*This position description represents a summary of the major components and requirements of the outlined job. Other duties and responsibilities may be assigned or required as business needs dictate. Questions regarding this description should immediately be addressed to the department manager or to Human Resources.*