

INDUS Job Requisition

Job Requisition Number: 20170215J3	
Job Title: Contracts Administrator	Salary Range: Negotiable
Work Location: Ridgecrest, CA	
Relocation Assistance: No	
Employment Type: Full-Time; Unfunded Contingent Hire	Security Clearance: SECRET or must be a U.S. citizen, subject to a government background investigation and meet eligibility requirements for a U.S. government SECRET security clearance.
Posted Date: 12 May 2017	Closing Date: When Filled
Mandatory Skill Requirements (must have): Must have strong background in FAR/DFAR and other applicable federal government regulations. Must have ability to plan & prepare proposal cost volumes; pricing strategies & cost models; manage all pricing & ordering types of contracts. Must have experience with CPFF, T&M, FFP types of contracts and general contracts knowledge. Must have excellent computer skills, specifically with Microsoft Excel and Microsoft Word; ability to work independently; and excellent written and oral communication skills and analytical skills. Must be able to work well within a team environment and be able to multi-task accordingly.	
Job Duties: This position is responsible for the preparation, negotiation, acceptance, and overall management of assigned government contracts and subcontracts. The contracts administrator analyzes DOD RFP/RFQs, prepares pricing analysis, cost narrative, and submission of proposals of varying size and complexity. Specific tasking includes negotiation of nondisclosure, teaming, and subcontractor agreements; administrative contract set-up upon contract award(s); general ongoing administration of contracts and subcontracts; contract invoice review & approval; and interaction with customers in accordance with company policies and procedures, applicable laws, and customer requirements, using sound business judgment. This position is the primary POC and administrator of all assigned company contracts, and responsible for keeping detailed administrative records and upkeep of internal reports associated therewith.	
Education/Equivalent: Bachelor's degree in Business or related discipline is highly preferred. Minimum 3-5 years' of relevant federal government contracting experience required.	
Travel Required: No	
Comments: Apply for position online at http://industechnology.applicantpro.com/jobs/ . Hiring contingent upon INDUS being awarded the contract.	