

Contracts Administrator

Requisition Number:	18-03
Job Title:	Contracts Administrator
Career Level:	Junior – Mid-Level
Location:	Littleton, Colorado
Relocation:	Negotiable
Education Required:	Bachelor's degree or equivalent experience in contracts administration
Years of Experience:	3-5
Travel	Minimal < 10%
Job Description:	Primary responsibility is to assist in all phases of primary and subcontract development and administration. An ideal candidate will demonstrate the ability to manage contract administrative tasks such as proposal preparation; drafting terms and conditions, fact finding, contract negotiation, non-disclosure agreements and contract closure.
Basic Qualifications:	<ul style="list-style-type: none">• Leading and building technical team cohesiveness• Excellent interpersonal and communication skills, both written and oral.• Self-motivated and performing tasks with minimal oversight• Experience in a multi-discipline environment• Proficient in Microsoft Excel, PowerPoint, Word• Excellent verbal and written communication skills; the ability to professionally communicate and coordinate with a wide range of external program sponsors as well as internal management and administrative personnel• Sound fiscal and time management skills, attention to detail, and priority management to meet conflicting deadlines• Experience in the development and administration of commercial contracts
Required Skills & Knowledge:	<ul style="list-style-type: none">• Working knowledge of Federal Acquisition Regulations (FAR) and Defense Federal Acquisition Regulations Supplement (DFARS)• Understanding of ITAR/EAR• Ability to work with the customer on multiple type contracts (CPFF, CPIF, CPAF, T&M and FFP)• Experience reviewing budgets and statements of work• Experience with international contracts and contract law
Desired Skills:	<ul style="list-style-type: none">• Proposal development experience• Negotiation Skills

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