



JOB POSTING

New Title: Contracts Administrator

All times are in Eastern Daylight Time.

Requisition ID: 2020-5

Number # of Openings: 1

Job Locations: US Lanham, Maryland

Posted Date: 10/8/2020

Duration: Full Time

Category (For Portal Searching): Contracts/Finance

Required Clearance to Start: Background check

Reports to: VPCFO

Classification: Non-Exempt

Salary range: Salary will commensurate based on experience

Responsibilities and Duties:

Genesis is searching for a detail-oriented Contracts Administrator to join our Project Management. The successful candidate will assist in the preparation of contractual provisions and the administration of contracts and proposals. You will prepare bids and negotiate specifications with suppliers, partners or customers, examine and review materials for bids or contracts, negotiate pricing and terms, and ensure proper contract acquisition and fulfillment in accordance with company policies, legal requirements, and customer requirements. In addition, administration of the contracts and proposals logs as well as contracts and proposal documents tracking, and archiving will be required.

The candidate will support Genesis Engineering Solutions, Inc. Contracts Team on location, Lanham Maryland.

- Knowledge of contracting environment for federal government agencies.
- Develop and review proposal strategies and themes and develop Proposal Management Plan.
- Basic understanding of the Government acquisition process, regulations, processes and procedures.
- Review, negotiation, and management of large, complex multifaceted, long-term contractual agreements with the U.S. Government.
- Perform cradle to grave contract & subcontract administration for contract awards and modifications for all contract cost types including cost plus, cost reimbursement, firm-fixed price, fixed price/level of effort, and time and materials.
- Gather and research information to include in proposals to include cost volumes, technical volumes, proposal narratives, travel requirements, and resumes.
- Review, organize, and edit written documentation.
- Communicate proposal requirements and status to senior management.
- Manage, administer, and monitor contract performance and delivery schedules on government contracts.
- Basic understanding of export compliance/ITAR's rules and regulations and laws as it applies to the services on federal government contracts.
- Administer the contract by executing all change notices and preparing all correspondence to obtain extensions to the period of performance, provide additional funding requirements, and notify of change of key personnel and cost increases.
- Evaluate subcontractor proposals for completeness and adherence to compliance with Prime contract flow down requirements.
- Interface with the U.S. Government Contracting Officer or Prime Contractor.
- Maintain contracts-related corporate systems.
- Manage proposal response schedule.
- Draft/review NDA's, MOU's, MOA's, teaming, consultant and other agreements.



Genesis Engineering Solutions, Inc.
4501 Boston Way
Lanham, Maryland 20706

- Provide final quality control check, including proofreading for grammar, Request for Proposal (RFP) compliance and conformance.
- Negotiate price, terms, and conditions with commercial contractors.
- Responsible for both pre and post-award contract actions.
- Responsible for reviewing Request for Proposals (RFPs), support the development of company proposals to ensure compliance with federal government acquisition regulations and with company policies and procedures, proposal submittal, as well as negotiation and execution of proposals and resulting contracts.
- Review and resolve all issues affecting company compliance and ensure satisfaction of legal requirements, company, and customer objectives.
- Provide regular reporting to senior management on contract issues.
- Coordinate with the corporate legal team.
- Work closely with Program Managers and VP of Finance to ensure contractual compliance and contract setup and structure.
- Ensure protection of company interests and intellectual property during negotiations.
- Demonstrate experience in complex negotiations.
- Teamwork skills and experience in building strong, positive and collaborative working relations with both Government contracting personnel and company program management personnel.
- Working knowledge of the Federal Acquisition Regulation (FAR), Defense FAR Supplement (DFARS), and individual agency acquisition regulations.

Candidate Qualifications

- Bachelor's Degree in related field (business, marketing, etc.).
- Certified Federal Contracts Manager (CFCM) accreditation (preferred).
- 1 year of experience (preferred) with U.S. Government DOD Contracts.
- Excellent computer skills and experience using the Microsoft Office suite (Outlook, Word, PowerPoint, and Excel).
- Experience with CostPoint/Deltek applications.
- Excellent typing skills.
- Strong writing skills.
- Excellent attention to detail.
- Outstanding organizational skills.
- Desire to be proactive and create a positive experience for others.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EEO:

We consider all applicants for positions without regard to sex, religion, race, color, age, disability, sexual orientation, marital or veteran status, national origin or genetic' information or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria. If you meet these qualifications and feel this will be a good fit for you, please apply by sending us a cover letter and resume. Your cover letter should help us get to know you in a way your resume doesn't. Please send resumes to OpenPositions@GenesisESI.com , to apply.

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