

CONTRACTS ASSISTANT

Raptor Scientific, a Global Aerospace & Defense Test and Measurement Company, is seeking a motivated individual looking to grow their career and join our team. Responsibilities include performing a variety of contract administrative functions for government contracts. This individual will work closely with the Contract and Project Managers to maintain the life-cycle of government contracts by generating reports, creating quotes and agreements using company contract templates. The ideal candidate should exhibit consistent attention to detail, maintain a high level of confidentiality and provide flexibility to meet changing needs within the Contracts department.

As part of the Raptor Scientific Family, the RF Systems (RFS) group specializes in radar cross section (RCS) measurements and is constantly innovating to produce the next generation of radar systems. RFS has a multifaceted team that develops cutting edge measurement systems in support of the Aerospace and Defense industry. Our team is focused on customer needs and providing full spectrum support including engineering, field measurement, software development and manufacturing.

We are conveniently located off I-580 and Greenville Road providing easy access to South Bay and Valley commuters. You can learn more about our company by visiting our website at: [Global Provider of Test & Measurement Solutions | Raptor Scientific \(raptor-scientific.com\)](http://Global Provider of Test & Measurement Solutions | Raptor Scientific (raptor-scientific.com)). The full-time hours for this position are Monday through Thursday, 7:30 a.m.–5:00 p.m. and every other Friday 7:30 a.m. - 4:00 p.m. A full benefits package is available after 90 days.

RESPONSIBILITIES

- Support budget, contract and financial management
- Support the review and processing of customer contracts/purchase orders
- Support maintaining and monitoring current contracts
- Generate customer invoices ensuring accuracy and finalize billing in a timely manner
- Support Project Managers to track project budgets to ensure project expenditures are closely monitored
- Support the creation and modification of complex budget spreadsheets in Excel, including extensive data manipulation and formatting
- Support preparing and processing subcontracts and subcontractor task orders and tracking of subcontractor invoices
- Perform Accounts Receivable monitoring and data entry
- Assist department with a variety of administrative functions for the preparation and administration of proposals, contracts, etc.
- Support operational policies and procedures pertaining to contracts to ensure AS9100 compliance.

REQUIREMENTS

- 3- 6 years' experience in contracts administration, accounting or related field
- Requires AA degree; college degree preferred
- Experience with government contracts and/or a working knowledge of FARs/DFARs a plus
- Proficient in MS Office Suite including intermediate to advanced skills in Word and Excel (e.g., pivot tables, charts and formula calculations)
- Exhibit problem solving, critical thinking and personal accountability
- Exhibit solid time management and follow-through skills with the ability to manage multiple tasks with tight deadlines
- Exhibit strong attention to detail and strong organizational skills
- Strong written and verbal communication skills with an ability to develop effective working relationships with internal and external customers
- Ability to work well independently and with a professional team in a fast-paced work environment



Please send resumes to: recruiting@sensorconcepts.com

This position requires use of information which is subject to the International Traffic in Arms Regulations (ITAR). All applicants must be U.S. persons within the ITAR definition of: "A U.S. person as a U.S. Citizen, U.S. Permanent Resident (e.g., "Green Card Holder"), Political Asylee, or Refugee."

SCI is an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, disability, medical condition, protected veteran status, age, citizenship or any other characteristic protected by law.