

## CONTRACTS MANAGER

Raptor Scientific, a Global Aerospace & Defense Test and Measurement Company, is seeking a full time motivated Contracts Manager to join our talented team. The primary focus of this role is to oversee the contracts process to include proposal preparation, contracts negotiation and administration of government and commercial contracts in accordance of company policies and legal requirements. This position reports to the General Manager, and interfaces directly with Product and Program Management to ensure contract requirements are fulfilled. The ideal candidate should possess strong organizational skills, effective written and oral communications and strong attention to detail. In addition, this position requires solid time management and follow-through skills with the ability to manage multiple tasks and meet shifting deadlines.

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://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.

## PRIMARY RESPONSIBILITIES

- Responsible for contracts management and the full lifecycle from initial quotation, contract fulfillment and closeout. This includes proposals, analyzing terms and conditions to evaluate risk, negotiating, contract formation, execution, modification and close out as applicable.
- Responsible for contract negotiations to address terms, conditions, scopes and price, as well as, prepare subcontracts and ensure incorporation of all prime contract flow downs.
- Reviews and analyzes all contractual documentation to ensure compliance with FARS/DFARS, applicable regulations and corporate guidance.
- Provide advice and interpretation of contract requirements.
- Prepare and submit cost proposals including pricing and scheduling details, coordination of requirements and cost proposal risk assessment.
- Responsible for billing adhering to contractual requirements interfacing with customers (DCAA), and (DCMA) as required.
- Support the review and execution of non-disclosure and proprietary information agreements.
- Support Product Management administratively and maintain strong customer relations.
- Work with Finance to ensure adherence to broader finance and risk requirements and assist with indirect rates.
- Maintain appropriate records, contractual and other documents.

## **REQUIREMENTS**

- Minimum 10 years of professional experience in the field or a related field.
- Knowledge of proposal development, contract/subcontract negotiations and contract closeout.
- FAR/DFAR acquisition knowledge and understanding.
- Experienced in administering all contract / subcontract types (CPFF, T&M, FFP etc.)
- Ability to multi-task the complexities of Government and commercial Contracts.
- High level of interpersonal skills to handle sensitive and confidential information.
- Strong planning, scheduling, and organizational skills.
- Strong verbal and written communication skills.
- Strong problem analysis and resolution abilities.
- Active DoD Secret Clearance or ability to obtain
- Ability to prioritize in a dynamic work environment.

## **EDUCATION**

Bachelor's Degree or experience equivalent to an additional 3-4 years in the field.

Please send resumes to: [recruiting@sensorconcepts.com](mailto: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."

RFS 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.