Senior Contracts Administrator

Work in a fast paced and dynamic environment as an integral member of a professional Contracts team. Review, draft, negotiate, and administer all manner of Creare contracts with outside entities (government agencies, industry, consultants, subcontractors, professional service providers, vendors, etc.). Identify contractual risks to Creare management and take necessary actions to mitigate. Effectively and tactfully communicate, negotiate, and coordinate with internal staff and external entities to meet overall contract objectives and ensure favorable terms and conditions are established. Prepare subcontracts and related agreements, ensure proposal compliance and accurate cost proposal preparation, administer contracts and subcontracts (cradle to grave), and more. Excellent communication and organization skills are required. Expedient problem identification and resolution, critical thinking, attention to detail, and multi-tasking are necessary skills. Strong working knowledge and capability with Microsoft Word, Excel, Internet, e-mail are required; Government contracting experience (including familiarity with the FAR) database management, query-writing, report development experience, or familiarity with ERP systems is a plus. Bachelor’s degree and 5 years of relevant experience (or equivalent) is required.

Contracts Administrator

Work in a fast paced and dynamic environment as a key member of a professional Contracts team. Administer Creare contracts and related agreements for a wide spectrum of government and commercial clients, including: review of prime contract terms and conditions; preparation of subcontracts and related agreements; proposal compliance and cost proposal preparation; administration of contracts and subcontracts (cradle to grave); management of government property; and other associated contractual concerns. Excellent communication and organization skills are required for successful teaming with Senior Management, Project Managers, and external Contract Administrators/clients. Expedient problem identification and resolution, critical thinking, excellent written and verbal skills, attention to detail, accuracy, timeliness, multi-tasking skills, and effective utilization and management of resources are necessary attributes. Strong working knowledge and skills with Microsoft Word, Excel, Internet, e-mail are required; database management, query-writing, report development experience is preferred; familiarity with ERP systems is a plus. Associate’s degree and a minimum of 3-5 years of relevant experience (or equivalent) is required. Government contracting experience is a plus, including familiarity with the FAR.

Creare offers challenging work in a broad range of technology areas. Staff deepen their skills through professional development and are competitively compensated. Mutual respect, teamwork, and the ability to do the highest quality work define our staff and work environment.

Visit Careers at www.creare.com to apply. For assistance, email careers@creare.com.

www.creare.com

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Creare is an Equal Opportunity Employer Female/Minority/Disabled/Veteran.