



POSITION ANNOUNCEMENT
Lexington Park, Maryland

SENIOR CONTRACTS ADMINISTRATOR
Corporate/Compliance

Salary Range: \$90,000 to \$115,000
Commensurate with experience
FLSA: Exempt

Tactical Air Support is Nevada Center for Entrepreneurial Technology (NCET)
2019 Aerospace / Aviation Company of the Year

Tactical Air Support, Inc., a national company headquartered in Reno, Nevada, provides domestic and international “**Center of Excellence**” training and advisory services in tactical aviation and is seeking an experienced **Senior Contracts Administrator** to join its **Compliance** team.

Tactical Air’s motto is “*We Serve Those Who Serve*” and our company’s purpose is twofold: we help make the world more secure through our efforts to improve the military capabilities and security of the United States and our partner nations, and we create an environment where our employees can discover, develop, and share their talents in ways that provide a meaningful career path.

To support Tactical Air’s contract and government compliance requirements, the Senior Contracts Administrator position is an integral part of an elite team of professionals who get things done, enjoy working together, and are committed to growing with this fast-moving company.

This position is located at Tactical Air corporate offices in Lexington Park, Maryland. With a population of over 12,000, Lexington Park is home to the Pax River Naval Air Station and offers activities including the arts, local history, a variety of restaurants, and area parks. Check out <https://livability.com/md/lexington-park> for more information about living in Lexington Park.

The ideal candidate for the Senior Contracts Administrator position will be professional, highly productive, disciplined, team-oriented, technically astute, and responsive to the needs of the company, colleagues, and customers. This position reports to the AVP of Contracts and will be responsible to provide oversight and monitoring of contracts, assist in key negotiations, identify risks and associated mitigation, and support preparation of proposals. This position will support the technical and functional administration of prime/subprime contracts and ensure compliance with government regulations and company procedures. The Senior Contracts Administrator will perform a variety of duties such as cradle-to-grave contract administration support for government contracts (CPFF, FFP, T&M), export compliance, purchase orders, and application of contractual clauses.

The key desirable and preferred requirements for this position include:

- Bachelor’s degree in Business Administration, Finance or related discipline; advanced degree preferred. Combination of background, education, and training may be considered in lieu of degree.

- Proven expertise within government contracts arena.
- Excellent negotiation skills with experience in complex terms and conditions.
- Experience with full life-cycle contract management and contract types (CPFF, FFP, T&M, etc.).
- In-depth understanding of FAR/DFAR and Federal Travel Regulations (FTR) rules and regulations.
- CPCM, CFCM, CCCM certification advantageous.
- Ability to work independently as well as part of a team of professionals supporting proposal preparation and a portfolio of contracts.
- Strong computer skills with proficiency in Microsoft Office (Excel, PowerPoint, Word); experience with Unanet (ERP database) a plus.
- Strong interpersonal skills and ability to provide excellent customer service.
- Strong organizational and time management skills with ability to correctly prioritize workload to maintain schedules, deadlines, and standards on assigned projects.
- Ability to manage multiple roles and projects and to see the big picture.
- Ability to remain calm under pressure and be adaptable.
- Ability to read, listen to, and understand information and ideas verbally and in writing.
- Creativity, positivity, and confidence.
- Infrequent travel to various work sites throughout the U.S. may be required.
- Ability to obtain U.S. government security clearance; Secret clearance preferred.

The successful candidate for this position must be willing to relocate. Tactical Air does not provide relocation expenses.

Tactical Air offers a comprehensive benefits package, including (but not limited to) 401K retirement savings plan with employer match, full health/dental/vision care, and life insurance. The level of position offered will be dependent upon background and qualifications. If you are a dynamic, self-motivated individual who appreciates challenging yet rewarding work, with a keen interest in high-level contracts management support and solving problems, Tactical Air invites you to apply.

All applicants must submit a cover letter, current CV/resume, and completed employment application. For complete position profile and application, please go to <https://tacticalairsupport.com/jobs/>.

The deadline to submit complete application materials is June 30, 2020.

If any candidate requires assistance in accessing or completing an employment application, please contact Human Resources.

Tactical Air is proud to be an EOE AA M/F/Vet/Disability Employer

Tactical Air Support, Inc and Associated Subsidiaries Position Description

SENIOR CONTRACTS ADMINISTRATOR

Reports to: Assistant Vice President, Contracts; Chief Compliance Officer
Classification: Exempt
Date: 31 January 2020

Tactical Air Company Values:

- **Integrity** – we are honest and truthful in what we say and do.
- **Excellence** – we develop the highest quality people, products, and services.
- **Respect** – we are proven experts valued for our ability and experience.
- **Reliability** – we provide consistent, dependable, and trusted performance.
- **Commitment** – we are dedicated to our mission, customers, and each other.

Core Values:

- **Character matters.**
- **Safety is a byproduct of our professionalism.**
- **Excellence is our standard.**

Employees are expected to apply and follow these principles in the performance of their respective duties:

- Pursue excellence and be accountable.
- Develop working knowledge of company programs and services.
- Learn and comply with company and departmental policies, protocols, and systems.
- Apply customer service practices and emotional intelligence to cultivate and maintain professional and respectful relationships with co-workers, customers, public/private officials, partners, suppliers, local communities, and the general public.
- Be aware of safety program and policies and practice safe work habits.
- Perform quality work with or without direct supervision.
- Work collaboratively, cooperatively, and effectively with co-workers, managers, and stakeholders whether as a team player, team leader, or individual contributor.
- Serve as a mentor, coach, encourager, and motivator to fellow colleagues as needed.
- Exercise self-motivated, self-directed, independent, and mature decision-making, problem-solving, creative thinking, and analytical skills.
- Approach work with energy, a positive attitude, and sense of humor.
- Be flexible, adaptable to change, and willing to learn.
- Be a good steward of company resources, using time and resources wisely.
- Safeguard confidential and proprietary information in accordance with company and legal requirements.

Position Summary

Under general direction, the Senior Contracts Administrator will provide oversight of and monitor contracts, assist in key negotiations, identify risks and associated mitigations, and support preparation of proposals. This position will provide comprehensive technical and functional administration of all contracts and ensure compliance with government regulations and procedures.

The following education and experience; essential functions; knowledge, skills, and abilities; physical demands; and work environment are generally representative of the minimum or preferred requirements to enter the job and capably perform the duties and responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Tactical Air Support, Inc and Associated Subsidiaries Position Description

SENIOR CONTRACTS ADMINISTRATOR

Education, Work Experience, and Licenses

- Bachelor's Degree in Business Administration, Finance, or related discipline; advanced degree preferred.
- Progressive and proven senior-level experience in federal/government contract and subcontract administration.
- Experience with full life-cycle contract management and contract types (e.g., CPFF, FFP, etc.).
- Equivalent combination of training, education, and experience in a relevant field or industry will be considered in lieu of degree.
- Familiarity or experience in the military or aviation industry advantageous.

Essential Functions Required

The essential functions for this position may include, but are not limited to:

- Provide cradle-to-grave contract administration support for government contracts including export compliance, purchase orders, application of contractual clauses, or any other contract-related administration.
- Develop and negotiate teaming agreements, non-disclosure agreements, and subcontract agreements.
- Review prime contract Statements of Work, CDRLs, Federal Acquisition Regulations (FAR), and Defense Federal Acquisition Regulations (DFAR) clauses to ensure compliance with prime contract requirements and minimize company liability.
- Coordinate contract closeouts to include final billing and material disposition.
- Request, propose, and negotiate contract modifications or amendments which may revise work scope, process, deliverables, and/or other contract provisions.
- Responsible for ensuring protection of current and potential intellectual property and company technology.
- Regularly interact with and provide guidance, support, and input to internal and external customers.
- Support internal/external audit activities and requests for information and data calls in support of contract administration.
- Monitor funding status and provide reliable and timely notification of funding status by line item detail as required.
- Ensure project compliance with government contracting requirements.
- Other duties as assigned.*

Knowledge, Skills, and Abilities (KSAs)

- Comprehensive technical and functional knowledge of contract administration including government regulations and procedures including FAR and DFAR.
- Knowledgeable with full life-cycle contract management with understanding of various contract types (CPFF, FFP, IDIQ, Task Order, and T&M, etc.).
- Demonstrated knowledge of Federal Travel Regulations (FTR) rules and guidelines.
- Excellent negotiation skills with ability to negotiate complex terms and conditions.
- Demonstrated knowledge of bid and proposal process.
- Strong computer skills with ability to utilize various software and applications (Microsoft Office 365/GCC High preferred) for creating documents, reports, spreadsheets, presentations, and publications; web-based applications for organizing work, communications, or data entry; virtual office/cloud-based file sharing; and Enterprise Resource Planning (ERP) systems (i.e., Unanet).
- Ability to manage files and maintain records in compliance with standard or required recordkeeping practices.
- Ability to read, write, and speak the English language to communicate in person, on the phone, and by written communications in a clear, straightforward, and professional manner.
- Ability to plan and carry work through to completion with accuracy and attention to detail.

Tactical Air Support, Inc and Associated Subsidiaries Position Description

SENIOR CONTRACTS ADMINISTRATOR

- Ability to comfortably manage multiple tasks and projects utilizing time management and organization skills.
- Knowledge of proper telephone and email practices and etiquette.

Supervisory Responsibility

This position currently has no supervisory responsibilities.

Physical Demands

- Extended periods of sitting.
- Extended use of desktop/laptop computer and peripheral equipment.
- Extended periods of reading and analyzing fine print.
- Occasional stooping, standing, and carrying.
- Infrequent lifting up to 50 pounds (with assistance, if required).
- Regular use of hands and fingers to handle, feel, or operate objects, tools, or controls; reaching with hands and arms.
- Frequently required to actively talk, listen, and hear.
- Regularly ascend/descend stairs.

Work Environment

While performing the duties of this position, employees may encounter the following, but not limited to, work situations:

- Face-paced, high-pressure, office environment.
- Infrequent aircraft hangar or warehouse environment with exposure to loud noises, fumes from engines and chemicals, unpredictable climate (hot/cold), and trip or slip hazards.
- Specific work hours determined by site/location, operational, departmental, or contractual requirements.
- Occasional evening, weekend, holiday, and overtime work may be required.
- Occasional travel to various work sites throughout the U.S. may be required.

Work Authorization/Security Clearance

- Must be lawfully eligible to work in the United States and complete a U.S. government I-9 Form.
- Must be eligible to obtain a U.S. government security clearance.
- Pre-employment or for cause drug/alcohol testing (including for marijuana) may be required.

****The statements herein are intended to describe the general nature and level of the position but may not encompass all specific job tasks an employee so classified may be required to perform. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Tactical Air Support, Inc. Furthermore, this position description does not establish a contract or implied contract for employment.***