

## **Subcontracts Manager/Buyer**

### **Job Summary**

Initiates and manages the formulation of Purchase Orders, Sub Contracts, policies, procedures, methods, operating practices and performance standards for assigned projects.

### **Principle Accountabilities**

- Develop and manage various types of agreements, subcontracts, purchase orders and other contract/legal documents with Accounting, Contracts, Program Management and other organizations as necessary
- Research, evaluate and procure items based on internal purchase requisitions.
- Solicit, negotiate and award subcontracts in accordance with company policy, FAR and DFAR and contractual requirements.
- Monitor and correct subcontractor/supplier performance.
- Ensure timely payment to the Subcontractor/Suppliers in accordance with invoicing procedures
- Assist the Subcontractor/Supplier in resolving all issues or concerns identified by the internal Customer in a timely manner
- Facilitate effective compliance of subcontracts and subcontractor performance with program objectives and requirements
- Review all subcontract modifications and proposals for completeness, compliance and accuracy
- Monitors, tracks and reports on all supply chain activity to upper management and Program Manager(s).
- Negotiates proposals, contract modifications and agreements as required within the limits of authority delegated by the upper management
- Acts as advisor regarding legal requirements, customer contract requirements and government regulations

### **Knowledge & Skills**

- Thorough knowledge of the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulations (DFAR) and related federal and state legislation and regulations
- Knowledge of International Traffic in Arms Regulations (ITAR)
- Knowledge of accounting practices
- Knowledge of Microsoft office applications and working experience with spreadsheets
- Knowledge of cost controls and international logistics support

- Excellent oral and written communications
- Effective leadership and interpersonal skills
- Experience with DELTEK preferred

### **Experience & Education**

- A bachelor's degree and at least 3 years' experience in Purchasing/Subcontracting or at least 6 years of experience in purchasing/subcontracting
- Aerospace or Manufacturing experience