Contracts Administrator

Middleburg Heights, OH

Description

Responsible for the administration and maintenance of Government contracts, including but not limited to policies and procedures, education, internal review, and external customer audit support. Ensures compliance of assigned Contract portfolio with all applicable Federal Acquisition Regulations (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), other Agency FAR Supplements, and relevant flow down requirements from Federal, State and Local Government funded contracts.

Duties & Responsibilities:

- Advises the Director of Contracts Administration on Government contracts and compliance issues
- Serve as contract administrator on awarded contracts and supports post-award negotiations and activities to protect ZIN Technologies.
- Ensures compliance with the Federal Acquisition Regulations (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), other Agency FAR Supplements, and relevant flow down requirements from federal, state and local Government funded contracts
- Evaluates or monitors contract performance to identify performance requirements, reporting requirements, property management requirements, deliverable requirements and ensures adherence with company guidelines.
- Ensure that external/internal customers are informed and understand all aspects of the contract and service level expectations.
- Maintain contract summary files, including coordination of timely updates.
- Populates and maintains contract administration site with documents that support contract relationship for each contract

Requirements

- **US CITIZENSHIP OR VALID GREEN CARD REQUIRED**
- 5+ years of relevant experience in contract negotiations, and administration
- 10+ years of Supply Chain or Category Management experience.
- A Bachelor's degree in business or another related field from an accredited college or university
- General computer proficiency with Microsoft Office programs
- Excellent attention to detail, ability to manage own time effectively, produce work of the highest quality, and meet deadlines consistently
- Ability to work in fast-paced environment and manage multiple priorities.
- Demonstrated verbal and written communication skills with the ability to communicate with all facets of the business

Preferences

- Experience with ITAR or export control is highly desirable
- Experience with Deltek ERP
- Knowledge of government contract administration duties including proposals, contract/purchase order terms, pricing, negotiation, and review

About Us

ZIN Technologies, Inc. is an award-winning AS 9100 registered small disadvantaged business (SDB) headquartered in Northeast Ohio. Established in 1957, ZIN is a leader in providing advanced engineering services and product development solutions for NASA, DoD and private industry.

ZIN provides full lifecycle development of aerospace systems including: design, development, engineering, integration, test, evaluation, orbital operations, systems modeling, simulation, verification, and validation. The flight hardware lifecycle spans concept definition, design, development, fabrication, verification, integration, launch, operations, and data processing.

We offer expertise in multi-discipline engineering, system and product development, production, and research and technology development. ZIN's engineering capabilities include systems, mechanical, electrical, fluids, propulsion, structural, thermal, integration and test.

ZIN has a strong heritage in the areas of Space Operations including: payload operations, space communications, navigation and network reconfigurable testbed. ZIN supports exploration systems (ORION, SLS, ISS, commercial vehicles) and space technologies (advanced communications, power, propulsion, cryogenics).

Our award-winning 200+ person organization consists of scientists, engineers, designers, and technicians. ZIN employs an integrated performance-based management approach, providing experienced people, proven processes and tools and exceptional cost, schedule, and technical performance while identifying and managing program and project risks.

Offering Unsurpassed Product, Process and Service:

- Prime contractor
- Sub-contractor
- Product manufacturer
- Value-added service provider

Company Benefits and Programs

In addition to competitive salaries, ZIN offers excellent benefits to our associates, including medical, vision, and dental insurance; short- and long-term disability; life insurance; paid leave and paid holidays; 401(k) retirement plan (immediate vesting); education and training reimbursement; professional development opportunities; employee assistance program; flexible spending plans; credit union membership; and direct deposit.

ZIN-Technologies, Inc. is an Equal Employment Opportunity Employer
Minority/Female/Disabled/Veteran