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# Example of Contracts Representative Job Description

Our innovative and growing company is looking for a contracts representative. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for contracts representative

* Representing the company to diverse customers, including U.S. Government, commercial, international and public/ private institutions
* Administering moderately complex contracts and agreements during the entire acquisition and product lifecycle
* Gaining commitment/signature authority in accordance with formal delegation to negotiate and contract for the sale or development of high performance defense and aerospace products and services (e.g., AWACS and AEW&C aircraft)
* Providing contracts and pricing guidance, technical and operational leadership for the program/business management teams
* Partnering in the development of business unit strategy and achievement of goals
* Developing and/or maintaining effective working relationships with customer counterparts and the next level within the customer organization
* Uses six sigma / lean methodologies and global resources to reduce inefficiencies and improve responsiveness
* Provide excellent customer service to customers and intermediaries
* Process customer requests and administration accurately and within agreed service levels
* Identify opportunities to retain and grow the customers business with us

## Qualifications for contracts representative

* One year or more of government contract experience
* A Bachelors or higher degree in Law
* Bachelor's degree in Business Administration or related discipline and five plus years progressive contracts experience or
* Provides information for Sales and Marketing Depts
* AA degree preferred but not required
* Minimum 6 months business support experience required