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# Example of Contracts Representative Job Description

Our company is growing rapidly and is looking to fill the role of contracts representative. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for contracts representative

* Working knowledge of Govt
* Administer standard and non-standard Customer Agreements (including Purchase Agreements for VEUs (Volume end-user) and Channel Partners, Confidential Disclosure Agreements)
* Project Management of Federal Proposal
* Review non-standard terms and conditions to provide risk assessment
* Review and advise on SOWs for acceptable Ts & Cs
* Interface with customers and internal stakeholders
* Reviews, analyzes and processes death claim distributions that may include establishing supplemental contracts, distributions under "stretch" processing, or lump sum distributions to single or multiple beneficiaries
* Acts as the lead Contracts Representative for the International Space Station (ISS) Contracts team
* Provides support to proposal development and negotiation of contract changes
* Provides contracting expertise to develop and negotiate complex creative business solutions relating to current unique terms and conditions for both development and service contract features

## Qualifications for contracts representative

* Defense Acquisition University (DAU) Training
* Ability to obtain a Sensitive Compartmented Information (SCI) with a Counterintelligence Polygraph (CI Poly) clearance post-start
* Identifies potential contractual problems or conflicts and analyzes impact/ramifications
* More than 5 years of education and/or experience working with Federal Acquisition Regulations (FAR) or other commercial contracting terms and conditions
* More than 5 years of experience working on or supporting a proposal team and/or negotiating contracts with external customers
* More than 3 years of education and/or experience drafting contracts and/or special/collateral agreements