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# Example of Contracts Specialist Job Description

Our company is hiring for a contracts specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for contracts specialist

* Manage procurement of a wide range of goods, commodities, and services through subcontracts, blanket purchase agreements and purchase orders
* Lead procurement processes including preparing specifications, solicitation documents, managing evaluations, overseeing vendor selection process, ensuring compliance with relevant regulations
* Lead the conceptualization, development and drafting of Scope of Work, Terms of Reference, Budgets, and Requests for Applications/Proposals and lead the revision of contractor scopes of work
* Review all deliverables and certify that they meet the requirements of the contract and the technical specifications
* Analyze and evaluate proposals, and awards to ensure adherence to contract management procedures
* Perform the appropriate pre-award due diligence checks for each subcontract
* Negotiate and draft subcontracts, consultant agreements, modifications, and the relevant negotiation memos
* Review, revise and approve budgets and supporting documents to ensure compliance with donor regulations (test for accuracy, reasonableness, allowability, allocability, consistency of costs) and alignment with the scope of work
* Coordinate the drafting of motivations
* Draft requests for consent for the (USAID) Contracting Officer

## Qualifications for contracts specialist

* Minimum of 10 years’ experience in Contract Administration preferred, with a heavy slant toward U.S. Government/DoD contracts
* Knowledge of Federal and Defense Acquisition Regulations
* Experience with Fixed Price, Cost Plus, IDIQ and Time and Material Contracts
* Previous experience with DCAA, DCMA
* Skilled in reviewing and analyzing terms and conditions of contractual instruments
* Ability to identify liability, risk and intellectual property issues and propose solutions