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# Example of Subcontract Management Job Description

Our company is growing rapidly and is looking to fill the role of subcontract management. 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 subcontract management

* This Manager of Subcontracts, Space Systems position is contingent upon prime contract award of the U.S. Government Next Gen OPIR Program
* Place Purchase Orders of high dollar levels and procurement complexity, Cost Type, Incentive and Award Fees
* Work closely with the Program and other functional groups (Ops, Quality, Engineering, ) to obtain quality, compliant hardware on-time, with a focus on affordability
* Preparation and issuance of Requests for Proposal (RFP) in support of proposals and program requirements
* Escalation channel for claim handle centre
* Support manager to make the working instruction for staff and handling agent
* Take the liability for emergency case and escalate the case if it is necessary
* Handle some problem of the Custom Declare
* Handle some problem of the Safety transportation certification
* Handle some problem of the local transportation

## Qualifications for subcontract management

* Current and active Top Secret US Security clearance required
* Bachelors or Master’s degree from an accredited college or university or equivalent relative experience
* Capable of developing, inspiring and motivating people
* Supply Chain certification (CPM, CPSM, CPIM, APICS)
* A minimum of eight (8) years’ experience in a similar role is required to be considered for the A05 position
* Experience in leading others directly under his/her control in collaborating and influencing across organizational boundaries with various functions on challenging business pursuits and program execution