Downloaded from <https://www.velvetjobs.com/job-descriptions/subcontract-management>

# Example of Subcontract Management Job Description

Our company is growing rapidly and is looking to fill the role of subcontract management. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for subcontract management

* Develops tools and templates for efficient, effective, and compliant subcontract performance management and administration, and builds capacity of GHSC-PSM HQ and Country Team staff on subcontract administration best practices
* Fields ad hoc project procurement requests, including drafting RFP/RFQ based on an approved template, issuing solicitation, and supporting the administration of the selection process and the execution of the agreement, under direction of supervisor
* Recruits short-term technical assistants as needed, including communicating scopes of work, policy and allowance guidance to consultants
* Perform procurement and supplier management functions in support of the U.S. Government ACT Programs supporting Government and Commercial (Domestic and International) subcontracts
* Developing detailed risk mitigation plans for high risk suppliers
* Manage and report the subcontract performance to the Global Supply Chain Management Cross Business Team and collaborating with the Subcontract Program Manager in managing Subcontract partner performance, using program metrics
* Manage sourcing and procurement schedule of events, and translate demand forecasts into a sourcing and procurement plan
* Benchmark industry and explore innovative business concepts
* Ensure compliance with business processes
* Collaborate with cross-functional partners to ensure the goods are managed according to constraints and targets are aligned with the business strategy

## Qualifications for subcontract management

* Familiarity with the FCPA
* Demonstrated ability to manage personnel
* Experience construction subcontracting and/or international subcontracting
* Demonstrated ability to act independently as may be required and demonstrated success in influencing or achieving critical requirements including those related to cost and schedule performance
* Must be willing and have the ability to travel domestic and internationally
* Bachelor's degree in Business, JD, Supply Chain, Engineering or related field