

Example of Subcontract Administrator Job Description

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Our innovative and growing company is looking to fill the role of subcontract administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for subcontract administrator

- Developing and administrating contractual documentation and post awards
- Programs with T&M and FFP subcontracts
- Responsible for closeouts and timely administration of
- Candidates must have CPFF (Cost Plus Fixed Fee) subcontracting experience Time and Materials, and LSTK (lump sum turnkey)
- Candidate will be responsible for the development of Request for Quotes/Proposals, understanding Statements of Work and the review, analysis and evaluation of Subcontractor proposals
- Candidate will be responsible for issuing purchase order, review orders for price, delivery, quantity, and item correctness, daily expediting with suppliers for lead times, keeping accurate records, resolving any supplier queries and maintain/uploading proper documentation on the Supply Chain Purchasing Drive
- Candidate must know and have experience with SAP, Purchase Orders, competitive bidding practices, bid analysis, preparing Requests for Quotes, how to enter orders, track and expedite
- Candidate must have excellent reporting skills and be accomplished to some degree with Excel, Power Point and Adobe Acrobat XI Standard
- Candidate must have multi-million dollar subcontracts and purchasing experience
- Ensures accurate definition of requirements, negotiates purchase agreements, establishes and maintains an effective procurement system

Qualifications for subcontract administrator

- Must be pursuing a Bachelor's degree in supply chain management or related business discipline
- Able to work with all areas of the business community to include Business Management, Accounts Payable, Tax Office
- Open to candidates local to Oak Ridge, TN / neither per diem nor relocation is offered - Interviews will take place in our client's Oak Ridge office
- 5 years' experience in subcontracts or procurement and buying on DOE projects
- Demonstrated proficiency in source selection, solicitation, evaluation, negotiation, and supplier management for complex multi-phased, multi-year procurement
- Applicants selected will be subject to a Federal background investigation / drug screen and must meet eligibility requirements for access to classified information or matter