

## INDUS Job Requisition

<b>Job Requisition Number:</b> 20180214A	
<b>Job Title:</b> Contracts/Pricing Administrator	<b>Salary Range:</b> Negotiable
<b>Work Location:</b> San Diego, CA; Corporate Office	<b>Relocation Assistance:</b> No
<b>Employment Type:</b> Full-Time (40 hours per week)	<b>Security Clearance:</b> SECRET or must be a U.S. citizen, subject to a government background investigation and meet eligibility requirements for a U.S. government SECRET security clearance.
<b>Posted Date:</b> 14 February 2018	<b>Closing Date:</b> When Filled
<p><b>Mandatory Skill Requirements:</b>  (1) Must have experience with CPFF, T&amp;M, FFP types of contracts and general contracts knowledge. (2) Must have background in FAR/DFAR and other applicable federal government regulations. (3) Must have experience working on Proposals (RFP's/RFQ's). (4) Must have ability to plan &amp; prepare proposal cost volumes; pricing strategies &amp; cost models; manage all pricing &amp; ordering types of contracts. (5) Must have experience building up cost estimates using Microsoft excel. (6) Must have ability to write cost narratives based on RFP. (7) Must have experience in processing contract closeouts. (8) Must have excellent computer skills, specifically with Microsoft Excel and Microsoft Word. (9) Ability to work independently; and excellent written and oral communication skills and analytical skills. (10) Must be able to work well within a team environment and be able to manage multiple tasking effectively and efficiently.</p>	
<p><b>Desired Skill Requirements:</b>  Knowledge of Forecasting, Cost Burdens, Total Time Accounting, Tripwires, Billing/Invoicing experience is desired. Understanding of unbilled data, Incurred Cost Submission and financial reporting a plus. Experience in Seaport-e, e-Commerce, System for Award Management (SAM) a plus.</p>	
<p><b>Job Duties:</b>  This position is responsible for the preparation, negotiation, acceptance, and overall management of assigned government contracts and subcontracts. The contracts administrator analyzes DOD RFP/RFQs, prepares pricing analysis, cost narrative, and submission of proposals of varying size and complexity. Specific tasking includes negotiation of nondisclosure, teaming, and subcontractor/task order agreements; reviews Terms and Conditions of contracts; administrative contract set-up upon contract award(s); general ongoing administration of contracts and subcontracts; contract invoice review &amp; approval; subcontractor invoice review &amp; approval; issues Limitation of Funds notices; assess internal risk on contracts; and interaction with customers in accordance with company policies and procedures, applicable laws, and customer requirements, using sound business judgment. This position is the primary POC and administrator of all assigned company contracts, and responsible for keeping detailed administrative records and upkeep of internal reports associated therewith.</p>	
<p><b>Education/Equivalent:</b>  Bachelor's degree in Business or related discipline required. Contract Management certification a plus. May substitute equivalent experience in lieu of education. Minimum 3-5 years' of relevant federal government contracting experience required.</p>	
<p><b>Travel Required:</b>  No</p>	
<p><b>Comments:</b>  Apply for position online at <a href="https://industechnology.applicantpro.com/jobs/731038.html">https://industechnology.applicantpro.com/jobs/731038.html</a>.</p>	