



Requisition #21-007

EMPLOYMENT POSTING

Job Title: Contracts Administrator

Department/Work Area: 53 Contracts

Overland Park, KS

This position works under the direction of the Contracts Manager and provides administrative support to the Contracts and Programs Departments. The Contracts Department takes guidance from General Counsel and assists the Finance Department with insuring accounting practices are met with proper documentation.

Duties and Responsibilities:

- Adherence to company policies and procedures.
- Receive and process sales orders per corporate standards to include setting up and maintaining sales order files.
- Assist Program Management with creating and tracking sales order invoices for payment.
- Assist Program Managers with the preparation of various shipping documentation and creation of commercial invoices for shipment of sales orders.
- Work with the Contracts Manager to review and negotiate Letters of Credit for programs.
- Work with the Contracts Manager to create draft documentation for Letters of Credit.
- Work with the Contracts Manager and Program Managers to submit internal bond applications and once approved, submit, and manage Bank Bond applications.
- Liaison with Banks to ensure Letters of Credit and Bonds are properly executed.
- Communicate effectively with other corporate departments, freight forwarders, banks, vendors, and subcontractors as necessary throughout the sales and project lifecycle.
- Work with Accounting Department to resolve overdue invoices, cash receipt application questions, invoicing, Letter of Credit draws, and other cash receipt functions.
- Perform visual compliance and due diligence screening activities
- Work closely with the Contracts Manager to support the development, implementation, and administration of agreements (NDAs, Subcontract Agreements, Technical Services Agreements and associated Task Orders) to assist program or proposal activities.
- Work closely with Program Management to ensure contractual compliance and customer satisfaction.
- Backup the Contracts Manager in any area that may be necessary.
- General administrative support for Contracts Department including, but not limited to, correspondence, filing, faxing, and telephone calls.
- Participates and contributes in the Quality Improvement Process.
- Care of company assets.
- Performs additional duties as assigned.

Education / Experience:

Bachelor's Degree in a business-related discipline preferred and NCMA Certification or military experience is a plus. Minimum of 3 years of experience in an office environment is required. Must possess strong computer knowledge and spreadsheet experience. Contracts, banking, freight forwarding and/or legal assistant experience is preferable, but not required. Excellent written and verbal communication and organizational skills is required. Competency in MS Office, including Excel, Outlook and Word, PowerPoint, and Adobe Acrobat. Must possess attention to detail when reading and writing. Must be competent with numbers and possess the ability to do numerical analysis.

Physical / Mental Demands

Vision sufficiently correctable for reading contracts. Finger dexterity for typing and other computer related

tasks. Excellent verbal and written communication skills. Ability to retain detailed contracts information. Ability to adapt to changing priorities.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Any employee interested in this position may submit a Request for Position Consideration. This form can be obtained from Human Resources.

Alicia Worthey, Human Resources Director