



Superior Solutions Incorporated

Job Posting

Posted: 01/05/2012

Superior Solutions Inc. (SSI), an innovative, rapidly growing company is seeking qualified applicants to support the position of **Contracts Administrator**. This is a full-time position with a competitive benefits package.

Position Summary: This position provides contract administration support by performing a variety of functions to oversee, monitor, and track all contract activities. Responsibilities include participating in the development, execution, fulfillment, and closeout activities of contract requirements; acting as an advisor regarding legal requirements, customer specifications, and government regulations; evaluating appropriate contractual risks and determining acceptable bids; coordinating and participating in contract negotiations; obtaining quotes and examining bids for accuracy and conformity to contract requirements and costs; examining and monitoring timely renewals, cost, schedules, deliverables, and scope of contracts to ensure compliance; coordinating and managing task orders, purchase orders, BPAs, GSA Schedules, contract modifications, etc; assisting with contract purchasing activities; acting as a liaison between company, subcontractors, and customers; supporting program managers in monitoring contract performance; and preparing, reviewing, processing, and maintaining associated documentation and files. Responsibilities also include assisting with general accounting and business development activities.

Qualifications: Bachelors degree from an accredited college or university in a business, legal, accounting, or closely related field, with a minimum of three years of related government contract/subcontract professional administration experience. Strong knowledge and familiarity of federal government contracting policies and regulations to include FAR and DFAR, and the ability to interpret contract terms and apply requirements; additional training in contract law or contract certifications a plus. Proficient with Microsoft Office and ability to utilize and learn various systems quickly. Working knowledge of Deltek. Ideal candidates will have good negotiating skills and familiarity with all contract types; strong business and contract writing, analytical, problem solving, organizational, and prioritization skills; the ability to establish good rapport with outside and internal contacts and customers; and the proven ability to perform effectively with aggressive deadlines. Must be able to maintain high confidentiality, adaptability, and flexibility; and successfully complete a background investigation.

Please send resumes to: career@ssihsv.com, or fax to (256) 534-8465, Attn: Human Resources Department.

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