

Job Description

Director of Contracts

Melbourne-Mnemonics-Inc.

US CITIZENSHIP REQUIRED

SUMMARY

Oversees the contract administration of all assigned contracts, from inception to completion. Primary customer point of contact and has responsibility in negotiations, price, schedule, and all contractual provisions. This individual has the responsibility and authority to perform the assigned tasks listed below.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Has responsibility for negotiating specifications, price, schedule, and all other contractual provisions, to include software licensing and intellectual property rights.
- Primary Customer point of contact representing Mnemonics contractually.
- Support Program Team.
- In conjunction with various Customers, determines whether a fixed price, cost reimbursement, time and material, or cost-plus-incentive-type contract is appropriate to the contract being performed.
- Ensures Mnemonics performs work and provides services to the requirements of the Contract/Statement of work to avoid misunderstandings or conflicts.
- Assists in proposal preparation.
- Review with Finance contract funding, all pertinent invoicing information, and all ESD invoices.
- Oversees the preparation of shipping documents, including DD250s.
- Serves as the ESD Repair Program Manager. Duties and Responsibilities include:
 - Obtains problem report from Customer.
 - Assigns RMA number to Customer and returns shipping instructions.
 - Prepares internal paperwork to collect costs for repair.
 - Obtains estimate to repair from Engineering, Test, and Manufacturing.
 - Submits estimate of repair to Customer.
 - Monitors progress with Engineering and/or technicians.
 - Reports to Customer status of repair and ship date.
 - Ships equipment to Customer upon completion of repairs.
 - Ensures proper invoices are sent to the Customer in a timely manner.
- Responsible for participating in the quality management system initiatives and adhering to all requirements.
- Responsible for performing other related tasks deemed necessary by superiors.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

The requirement for this position includes a Bachelor's Degree in Business Administration, or Accounting or related field, or equivalent experience. Minimum of 15+ years of experience. MBA preferred.

- Must have excellent writing and communication skills. Must have proficient computer skills with the ability to use spreadsheets and word processing applications such as Microsoft Word, Excel, Project, and familiarity with DELTEK.
- Must have knowledge in all aspects of government contracts including DFAR requirements, time, and material, cost-plus, licensing, intellectual property rights and flow downs.
- This is the Senior Level Management Position and requires the exercise of independent judgment within defined procedures.

MEASURABLES

- On-time deliverables.
- Customer satisfaction-based on ratings and rewards.

E-Verify Job Type-Full Time

9/80 work week

Drug Free Workplace Salary: \$45-\$58 / hour

E.O.E: race, color, religion, gender, age, national origin, gender identity, individuals with disabilities, veteran status, protected veterans, or disable.

About Mnemonics, Inc.

For over 40 years Mnemonics, Inc. has been a high technology supplier in the Aerospace and Defense, and Industrial markets. The corporation is committed to providing cost-effective products, solutions, and services that exceed our customer's expectations while continuously striving for technical superiority and quality.

Mnemonics, Inc. offers an environment where innovation and creativity are the keys to personal and corporate success. If you are looking for the small company environment, excellent salaries, comprehensive benefits; an exciting, and challenging future, then Mnemonics, Inc. invites you to apply.

Visit our website www.Mnemonics-inc.com fill out an application and voluntarily complete the Affirmative Action Form (AAP) / Self-Identification questionnaire.