**Job Identification**

* Job Title: Associate Contract Administrator
* Department: Contract Administration & Pricing Support
* Reports to: Program Director, Contract Administration
* Location: Alexandria, VA
* Grade: 16
* FLSA Status: Non-Exempt

**Statement of Purpose**

To maintain and expand employment opportunities for people who are blind by coordinating with internal and external personnel to facilitate responses to Solicitations and Requests for Proposal/Quote, administering contracts and subcontracts on which NIB is prime, assisting NIB affiliated nonprofit agencies with contract administration related activities on Federal acquisitions on which NIB derives fee revenue and ensuring compliance with the FAR, DFAR, U.S. AbilityOne Commission policies, procedures and Cooperative Agreement requirements, and other federal statutory and regulatory requirements.

**Business Communication**

* Employees in Other Divisions Continually
* Supervisory Personnel Frequently
* NIB Associated Agencies Continually
* Federal and/or State Government Agencies Continually
* Private Sector Business/Suppliers Occasionally

**Education**

An undergraduate degree from a regionally accredited college or university. An equivalent combination of education and experience may also be acceptable.

**Training and Specialized Knowledge**

* Become knowledgeable of the Federal acquisition landscape, Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulations Supplement (DFARS) and US AbilityOne Commission Policies and Procedures.
* Excellent oral and written communication skills.
* Able to work independently, highly organized, solution/objective oriented with strong planning and project management skills.
* Demonstrated critical thinking and negotiations skills.
* Proficient with MS Office, especially Word and Excel.
* Become proficient with NIB’s Oracle based ERP application and other internal systems and web-based applications as required to perform duties associated with the position.

**Core Competencies**

* Accountability
* Communication Skills
* Ethics /Integrity
* Customer Care
* Job Knowledge/ Technical Skills
* Process Improvement

**Experience**

* 1-3 years of applicable business experience.
* 1-3 years of experience in contract administration (federal or commercial), procurement or pricing on federal contract requirements (desirable).

**Travel**

* Approximately 5%

**Specific Duties and Responsibilities**

* Collaborate with teams (internal and external) to facilitate and participate in the execution of pre-award and post-award contract administration activities to include, but not be limited to, facilitating review and responses to solicitations/allocation requests, market survey requests, and contract close out actions.
* Assist with the administration of federal contracts and subcontracts, as assigned, ensuring all statutory, regulatory and contract requirements are appropriately flowed down to subcontractors and all activities are executed in accordance with established CAPS work instructions and applicable statutes, regulations, policies and procedures.
* Assist with monitoring subcontractor performance and compliance with contractual terms, statues, regulations, AbilityOne Commission memorandum and policies.
* Assist with the review and development of responses to Federal Solicitations and Requests for Proposals.
* Update and maintain the Master Tracking Log and other tools as directed in the course of performing assigned functions to capture metrics and monitor status of assigned work in a timely and accurate manner.
* Become proficient utilizing NIB’s Oracle ERP system in the maintenance of contracts (prime and non-prime) and performing research and data capture in conjunction with data calls in a timely and accurate manner. Includes, but not limited to entry of contracts and associated key correspondence and subcontracts, contract modifications, generation of Purchase Orders, pulling BI reports, researching contract information, and price list maintenance.
* Use systems, tools and other resources as required to support efforts to secure missing non-prime AbilityOne contracts from NPA’s.
* Work in cross functional teams with external and internal stakeholders on special projects as assigned.
* Perform research and provide data in a timely manner as required responding to information requests from management and/or the US AbilityOne Commission and developing periodic reports.
* Attend weekly staff meetings, internal trainings, and conference calls as directed.
* Demonstrate good customer service skills when engaging internal and external stakeholders.
* Participate in team training and independent professional development as required.
* Other duties as assigned.

This job description does not imply that these are the only duties to be performed by this employee. The incumbent in this position will perform such other tasks as may be required for the effective operation of the Division/Department upon the request by his/her supervisor.

**NIB IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**NIB is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, gender identity, national origin, disability, or protected Veteran status.**

I have read and understand the duties of the position.

Incumbent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Incumbent signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_