

# **JOB OPPORTUNITY LISTING!**

(post date 11.2.11)

## **Position: Contracts Manager**

This position is responsible for developing and responding of all Marvin Engineering's (and its subsidiaries) contract specifications, work statements and terms and conditions under government, commercial, or international contracts of all Marvin Engineering Co., Inc. and its subsidiaries.

### **Duties and Responsibilities (but not limited to):**

- Assists in the preparation or evaluation of bid packages
- Participates in bidder conferences
- Analyzes and evaluates proposals
- Negotiates contracts and subcontracts
- Assists with the negotiation of contract additions, deletions, or modifications
- Identifies and advises management regarding contract risks
- Coordinates external audits
- Ensures contracts and subcontracts are in compliance with applicable laws and regulations including the Federal Acquisition Regulation (FAR), Defense Acquisition Regulation Supplement (DFAR) and Truth in Negotiation (TINA), and comply with contractual terms and conditions.
- Develops company contract and subcontract policies and procedures by consulting with other subsidiaries.

### **REQUIREMENTS:**

- Minimum five (5) years experience with CAS compliance contractual requirements is required.

**Interested parties, please send resume to:**

**[Jobs@marvineng.com](mailto:Jobs@marvineng.com)      Fax 310 671-1256**

**EOE/AAP M/F/V/D**

**marvingroup.com**