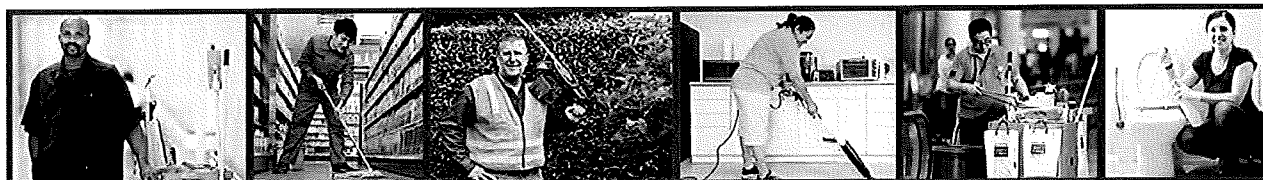




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Job Details

Title **Contracts Administrator**

Location **Corporate Headquarters**

Schedule **8:30-5:00**

City **Baltimore**

State **MD**

Zip Code **21215**

Description Specific responsibilities include, but are not limited to:

- Administer Complete Facilities Management for contracts at various government sites
- Evaluate proposed service contracts and make recommendations
- Prepare required documentation for contract solicitations, pricing & proposals
- Serving as a customer interface and vendor liaison for issue resolution and ensure contract compliance
- Researching complex issues and providing recommendations for resolution
- Assisting management with various special projects that require significant skill, knowledge, and business acumen
- Responsible for maintaining and exceeding Quality Control measures
- Providing expertise and thought leadership to programs across the business unit
- Responsible for inventory including obtaining competitive pricing, purchase and maintenance

Requirements Minimum Qualifications • 5 or more years of Federal contract administration/management experience • Previous experience as a Complete Facilities Manager • Must be familiar with Federal service contracts able to handle multiple assignments and achieve program goals and deadlines in a fast-paced environment • Demonstrated experience managing multiple contracting types • Must be a self-starter who exhibits leadership and business acumen skill • Able to execute assigned tasks, comprehend complex financial and business concepts, and suggest viable alternatives • Expert negotiation and conflict resolution skills • Able to work independently in a fast-paced and high-volume proposal /contracting environment • Self-motivated and detail-oriented with strong analytical, written, and verbal communication skills • Track record of establishing proactive processes and strategies to ensure contracts strategic value • Ability to provide proactive (when possible) communications and comprehensive responses to senior management. • Must be responsive and collaborative. • Proficient in Word, Excel, and Power Point • Should have in-depth knowledge of both Federal and commercial contracts law. • Must possess the ability to communicate effectively and to manage rapidly shifting work priorities • Ability to pass background check • Ability to meet access and badging requirements for government site which requires US Citizenship; Valid, clean driving record required • Local travel (DC, MD, PA) 50-70%

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities.

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The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

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