



Subcontracts Manager

TPMC Office: Exton, Pennsylvania

This is an immediate opportunity to join the TerranearPMC team as a part-time Subcontracts Manager which has potential to develop into a full-time role. The chosen candidate will report to the Chief Financial Officer (CFO).

Title may vary depending upon qualifications.

Education requirements:

BS degree minimum in business management, accounting, finance, etc. Masters degree is preferred, but not required.

Compensation:

Highly competitive salary and benefits; EOE

Requirements:

- 10 years experience preferred, with 5 years minimum Federal contracting experience, preferably in the environmental consulting or construction services field. A thorough understanding of Federal Acquisition Regulations (FAR), Department of Defense supplement to FAR (DFAR), and Cost Accounting Standards (CAS) highly valued.
- Certification as Certified Commercial Contracts Manager (CCCM) or Certified Federal Contracts Manager (CFCM) is preferred, certification as Certified Professional Contracts Manager (CPCM) highly desirable.
- Must be familiar with an automated contract management and procurement system, support proposal preparation, including RFP analysis, assist in bid strategy discussions, cost proposal/pricing, conducting appropriate reviews, and develop contract terms and conditions consistent with company contracts/methodologies.
- Applicant must have the ability to work on multiple tasks and work with/manage subcontractors.
- Strong interpersonal skills required – must be able to interact and coordinate with management, program managers, project managers, and subcontractor(s) contracting representatives.
- Communication skills are extremely important as the individual will be required to prepare regulatory compliance documents, technical reports, scientific evaluations, and technical proposals.
- Proficiency in Microsoft Office programs is a must. Financial software (e.g., Deltek products) experience a plus.
- Applicant must provide 3 references.

Job Responsibilities:

- Federal/Commercial client and subcontractor, contract management leadership
- Lead compliance monitoring with respect to contract requirements across all business lines; including management of the change order system
- Implement company subcontracting procedures (in compliance with the FAR) and provide training to program/project managers
- Support Program/Project Managers in contract/task order negotiations (as needed)
- Maintain approved suppliers/subcontractors list, including eligibility screening and management
- Lead auditing of suppliers/subcontractors and performance measurement (supported by program/project managers)
- Lead the development of company RFPs, including subcontractor proposal management
- Support procurement system, including purchase order system management. Oversee records management supporting function.

- Ensure compliance with Quality Assurance and purchasing procedures, including company QAP and QAPPs and QIPs

Position may require applicant to assist and/or manage efforts associated with:

- Support proposals (working with proposal manager) and teaming agreements.
- Integration and coordination with Project Controls manager

TerranearPMC, LLC (TPMC) participates in e-Verify and is an EOE, all qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

If interested, please send a cover letter and resume to: HR@TerranearPMC.com

www.terraneapmc.com