



***Job Description Title:*** Contracts Administrator

***Division/Department:*** Administration

***Location:*** Miami

***Reports to:*** Vice President and Chief Compliance Officer

***Work Schedule:*** Monday – Friday 800am-5pm Overtime and/or on call weekend time may be needed as required.

***Exemption Status:*** Salaried Non-Exempt

***Pre/Post Hurricane event:*** Non-essential Personnel

***Summary/Objective***

The contract administrator provides internal and external customers information and support for potential and existing contractual relationships.

***Essential Functions***

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Acts as a customer and internal support liaison for the delivery of training services per contractual agreements.
2. Prepares contractual agreements as needed based on the type of contractual relationship Pan Am International Flight Academy and Pan Am Career Pilot Academy intends to enter into.
3. The position requires independent judgment and identification, analysis and resolution of significant issues.
4. Business Proposal Development
5. Review and analysis of RFPs/RFQs and other requirements documentation
6. Cost and business management proposal preparation
7. Complete knowledge and understanding of Representations and Certifications and their preparation
8. Assistance developing strategies to win new business and contracts, while identifying potential risks that could cause the company legal, financial, or contractual harm
9. Negotiate terms of teaming and non-disclosure agreements
10. Process task orders and modifications
11. Ensure compliance with contractual terms and conditions, flow down requirements, and that contracts are in accordance with legal requirements, customer specifications, corporate policy and government regulations

12. Review and analysis of contracts from a business perspective to ensure favorable terms for the company
13. Manage the contract closeout process, prepare closeout documentation, and coordinate the submission of final closeout vouchers
14. Lead Know Your Customer Program for Pan Am, conduct research including due diligence program and monitor customer business practices
15. Interface as necessary with Pan Am corporate insurance agent to assist in risk management.

### ***Supervisory Responsibility***

This position has no supervisory responsibilities.

### ***Work Environment***

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### ***Physical Demands***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is regularly required to stand or sit and move about the facility.

### ***Travel***

No travel is expected for this position.

### ***Required Education and Experience***

In order to qualify for this position, your resume must provide sufficient experience and/or education, knowledge, skills, and abilities, to perform the duties of the specific position for which you are being considered.

- Must have a BS/ BA Business Degree
- Strong business acumen with the ability to clearly recognize risk elements in business transactions.
- Experience with setting pre-negotiation objectives and the proven negotiating skills to define strategies, lead negotiations and realize those objectives.
- Experience in the ability to apply business finance, marketing and legal aspects of government and commercial procurement to the contract administration function.
- Prior pricing, subcontracts administration and procurement experience.

### ***Preferred Education and Experience***

- Intellectual Property Rights, Restrictions and Marking
- Government and Prime Contractor Audits
- Dispute Resolution – Government Contracts
- Procurement Integrity, Ethics Rules – Fraud, Waste & Abuse
- Government Owned Property
- Contract Novation/Name Change
- Ability to research compliance issues with applicable regulations and laws to formulate recommendations to management.
- Customer-focused with the capability to resolve moderately complex contracting issues with win-win solutions while meeting company requirements.
- Experience with setting pre-negotiation objectives and the proven negotiating skills to define strategies, lead negotiations and realize those objectives.
- Ability to apply business finance, marketing and legal aspects of government and commercial procurement to the contract administration function.
- Ability to work within a team and foster trust and informed risk-taking.
- Effective interdepartmental communications skills
- Prior pricing, subcontracts administration and procurement experience, a plus
- Proficient in the use of MS Office
- **Lead Know Your Customer Program for Pan Am, conduct research including due diligence program and monitor customer business practices**
- **Interface as necessary with Pan AM Corporate Insurance Agent to assist in risk management.**

I have read and understand the duties outlined in this job description.

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Employee Signature

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Supervisor Signature

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Employee Printed Name

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Supervisor Printed Name

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Date Signed

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Date Signed

