

Anadarko-Industries, LLC
a native American company
Office: 281-483-3866
Cell: 281-536-4020
Fax: 281-483-6693

Primary Title: Subcontract Administrator

Purpose of the Classification

Performs subcontract administration functions in various phases of the subcontract life cycle, from proposal initiation to contract completion and closing. Interacts with internal/external levels of management.

Principal Responsibilities of the Classification:

- A. Administers subcontracts and changes, non-disclosures, teaming and other agreements in accordance with corporate and area of assignment policies.
- B. Reviews, interprets, negotiates and administers low to medium risk subcontracts for products and services.
- C. Identifies issues and provide management with solutions.
- D. Develops and evaluates bid packages of low to medium complexity to meet business needs.
- E. Solicits proposals/quotations from vendors to support business needs.
- F. Performs routine cost and pricing analyses; determines appropriate approach and gathers information.
- G. Maintains contractual document, files, correspondence, meeting minutes and other appropriate and applicable documents and corresponding logs.

Education Required:

Bachelor's degree or equivalent combination of education and experience.

Experience Required:

Two or more years of contract administration and/or procurement experience. Experience working with Federal Acquisition Regulations (FAR) and Agency Supplements, and Service Contract Act (SCA).

Special Knowledge/Skills Required:

- A. Knowledge of laws concerning federal and state regulations.
- B. Working knowledge of company's policies and procedures.
- C. Proficient in Microsoft applications.
- D. Excellent written and verbal communications skills.
- E. Effective leadership and interpersonal skills.
- F. Good negotiation skills and training
- G. Analytical and problem solving skills
- I. Ability to work in a team environment.
- J. Ability to keep sensitive and confidential material private

CONTACT:

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