



CONTRACTS MANAGER

Las Vegas, NV- Full-time – Not a remote position

Global C2 Integration Technologies (GC2IT) is seeking a Contracts Manager, responsible for administrating commercial, government, and subcontracts. Their duties will encompass a wide range of responsibilities, including but not limited to:

PRIMARY DUTIES, RESPONSIBILITIES:

- Manage the entire contract lifecycle, including drafting, reviewing, and negotiating contracts with customers and suppliers.
- Act as corporate Wide Area Work Flow (WAWF) Manager and Contract Administrator (CAM).
- Perform all contract administration duties: establish and maintain process to monitor the flow of all contractual activity from initial review of solicitations to final execution.
- Prepare routine responses for proposals and contract modifications.
- Assist in the preparation, transmission and monitoring of correspondence related to contractual obligations.
- Support proposal efforts by preparing documents, managing data calls, and other duties as needed.
- Establish and maintain contract files, perform data entry, project set up and closeouts.
- Analyze contract requirements, provisions, terms and conditions and identify the Contract Data Requirements Lists (CDRLs) necessary to ensure compliance with appropriate laws, regulations and policies including the Federal Acquisition Regulations (FAR), Defense (DoD) Acquisition Regulations System (DFARS) and oversee compliance with International Traffic in Arms Regulations (ITAR) and Export Administration Regulations (EAR).
- Review and maintain all company non-disclosure agreements (NDAs) and teaming agreements (TAs), as well as identifying potential Organizational Conflict of Interest (OCI).
- Work with other team members to ensure contract reps and certs are prepared and continuously review for compliance.

REQUIRED SKILLS:

- **Bachelor's Degree in related field preferred**
- **Minimum of 5 years of contracts administration experience**
- **Excellent oral and written communication, analytical and organizational skills**
- **Strong computer related skills**
- **Knowledge of procurement regulations, contract agreements, and legal terminology.**
- **Strong understanding of contract types, business agreements, and general business practices.**
- **Working knowledge of GSA Schedules, FAR, DFARS, ITAR and EAR**
- **Experience with International Organization for Standardization (ISO)**

DESIRED SKILLS:

- **Previous experience with government contracts from both a prime and subcontractor perspective.**
- **Understanding of the registration and maintenance of company profiles on US Government systems such as SAM.gov and GSA.**



Location: Las Vegas, NV

Job Type: Full-time

Compensation: Based on experience

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to climb, bend, stretch, walk, sit use hands to handle or feel; frequently use fingers to type; talk and hear; occasionally stand, kneel, stoop, crouch, bend, twist or reach out; may require lifting or moving 10 lbs; frequently required to reach with hands and arms. Vision requirements for this position include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: Work environment will have moderate noise when working in an office environment.

ADDITIONAL INFORMATION:

Equal Opportunity Employer - The Company does not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, transgender status, sexual stereotypes, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

All applicants must be able to perform the essential functions of the position, including corresponding core job requirements, with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities (and others in accordance with applicable law) to perform the essential functions of the job, consistent with applicable laws and Company policy.

Please email inquiries to: jobs@gc2it.com