



Job Description – Contracts Manager

Department: Operations

Reports to: VP of Sales Operations

Summary Description

The job of Contracts Manager was established for the purpose/s of performing duties associated with proactively managing existing and new Government-Wide Acquisition Contracts (ex: GSA Schedules), agency / client contracts (including blanket agreements and task orders), contract product offerings, and partner (vendor and subcontractor) contracts in accordance with corporate goals and objectives. The Contracts Manager is responsible for working / collaborating with Government Contracting Officers and ABM Federal's Executive Team in support of the company's largest Federal Government Information Technology contracts. Responsibilities will span a variety of disciplines including; internal counsel on FAR regulations to ensure compliance with applicable federal regulations, as well as contract terms and conditions; advise senior management on government contract requirements and procedures; oversee administration of GSA schedules maintenance, government reporting, and overall supervision of the company's product offerings to ensure contract compliance.

Primary Duties /Responsibilities

- As Compliance Officer, oversee maintenance of compliant procedures and risk management.
- Manage product catalog refreshes as needed to maintain compliance with GSA Schedules.
- Read, interpret and evaluate contract terms and conditions, assessing risks to the company and communicate findings to senior management and sales team.
- Execute non-disclosure agreements (NDAs), terms and conditions, and contract modification requests
- Settle disputes regarding contract interpretation, conditions or compliance with legal requirements.
- Stay on top of new laws and proposed legislation and interpret the potential impact on current and future contracts.
- Exercise independent judgment to assess current procedures and develop new policies and processes.
- Develop and conduct federal compliance training with staff, ongoing as needed
- Ensure that standard operating procedures are updated and adhered to
- Respond to requests for information from government officials such as contract audits; CPARS; protests; BOA sales, etc.
- Implement quality control and tracking programs to meet quality objectives; and monitor adherence to rules and procedures.

- Assist sales staff with the interpretation of contract terms, conditions and requirements to ensure contract compliance and billing accuracy.

Requirements – Skills, Knowledge, and Abilities

- Demonstrates a working knowledge of Microsoft suite of products with a demonstrated intermediate to advanced proficiency in Excel and Word.
- Strong verbal and written communication skills.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work independently and as part of a team.
- Detail oriented – attention to detail is crucial in this role.
- Ability to write reports, business correspondence, and procedures with conformance to the prescribed style and format.
- Ability to effectively present information and respond to questions received from government entities, employees, managers, clients, and the general public.

Physical Requirements:

- Must be able to remain stationary 80% of the time.
- Must be able to move inside the office to access printers, file cabinets, etc.
- Must be able to see close range.

Education/Experience:

- Bachelor's degree in business administration, management, finance or other related field
- Certified Commercial Contracts Manager (CCCM), Certified Federal Contracts Manager (CFCM) or Certified Professional Contracts Manager (CPCM) credentials are preferred.
- 3 to 5 years' contract management experience, federal contracting preferred

Hours/Telecommuting:

- Hours are 8:00 am – 5:00 pm, with 1 hour for lunch.
- Work-from-home is an option

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.