
Position: Contracts Manager

Location/Department: Dulles, VA / Technology Advancement Group®, Inc. (TAG®)

Qualifications or Skill Required: The position requires experience in all aspects of the contracting/subcontracting cycle including but not limited to RFP analysis/generation, proposal preparation, cost/price analysis; development and execution of negotiation strategies, contract/subcontract administration, and contract/subcontract close out. Must have strong working knowledge of the FAR and DFAR.

Responsibilities: Participates in and conducts proposal preparation by analyzing the RFP terms and conditions and developing cost strategies and responsive cost models. Responsible for cradle to grave contract administration of Government contracts of a medium to high complexity level. Interacts routinely with senior management; maintains frequent communication with contracting officers, DCAA and other Government personnel in the resolution of a broad range of contract administration and finance issues. Maintains surveillance of unbilled receivable and accounts receivable aging schedules.

Development of responses to RFPs, RFIs, and RFQs while dealing with a wide variety of contractual and business issues. Responsibilities include; understanding of Federal Acquisition Regulation terms and conditions and what clauses may be applicable to contracting or subcontracting; pricing, understanding risk, performing negotiations, leading and mentoring junior staff and supporting company reviews and audits. Interact well with challenging customers (internal and external), work in a fast paced environment with short turnaround times and handle multiple activities, contracts, subcontracts and customers simultaneously. Develop pricing strategies and use knowledge of risk mitigation alternatives to effectively facilitate and negotiate contracts and subcontracts. Perform cradle to grave contracting as required, including but not limited to monitoring all contracts assigned for contractual compliance, reviewing option exercises, funding, deliverable coordination, payment and performance administration and close-out activities.

Working at TAG

Since 1984, Technology Advancement Group, Inc. has been an innovator in driving the IT industry to develop new products and is a leader in advanced hardware solutions for the rugged tactical IT arena. Our objective is to achieve the highest possible levels of service, delivery, and customer satisfaction consistent with our clients' requirements. As a privately held company and not a subsidiary or division of any other organization, TAG is able to proactively meet our clients' needs while simultaneously building our employees' careers.

Culture

Our positions offer a unique opportunity to join a growing, dynamic company that is partnering with government to help ensure national security. We encourage innovation, creative thinking, and team player attitude. Come work in a professional environment that promotes corporate and personal growth yet fosters balance. Through your skills, creativity, and commitment to excellence, you can contribute to our country's national defense and have a great time doing it!

Benefits

- Competitive pay
- Group health and dental coverage with prescription drug benefit
- Employee life and Accidental Death & Dismemberment (AD&D) coverage
- Annual vacation
- Sick leave

- Paid holidays
- 401(k) savings plan
- Direct deposit
- Credit union membership

TAG maintains a strong commitment to safety and requires that all new employees pass a drug test upon employment. Random drug screens may be a condition of continued employment.

Equal Opportunity Employer

TAG is an equal opportunity employer and, as such, affirms in policy and practice to recruit, hire, train, and promote in all job classifications without regard to race, color, religion, sex, age national origin, citizenship status, marital status, sexual orientation, or gender identity. Furthermore, TAG will not discriminate against persons who are veterans of the Vietnam era. Similarly, considering the need for reasonable accommodation to their limitation, TAG will not discriminate against persons because of their handicap, including disabled veterans. EOE M/F/D/V

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