

Sr. Contracts Administrator opportunity in our SOC Chantilly, VA office

Position Summary:

Identify and mitigate business and legal risks by the modification and negotiation of a high volume of complex federal government contract documents, related subcontracts, and company's standard terms and conditions. Partner with the Business Unit.

Responsibilities will include:

- Review, analyze and accurately interpret Company's federal government contracts and related subcontracts. (Some commercial contracts may also be included.) .
- Identify and work with General Counsel and Compliance Director to address contractual and regulatory compliance issues relating to US Government contracts
- Maintain contract files, ensure performance is consistent with contract, address cost issues and develop adjustments for possible adjustments.
- Negotiate contractual risk issues with Client.
- Provide training to business unit on contract compliance issues.
- Will interact with Business Unit Leadership, Business Unit Business Development Team, Clients, Outside Counsel, Human Resources, General Counsel, Director of Compliance, Ethics Officers, and Finance.

Required Knowledge, Skills, and Abilities:

- Proven knowledge and understanding of US government contract law, international contract law, legal issues relating to doing business internationally primarily as a US government contractor, and applicable Business Unit industry (including an understanding of international compliance issues, such as U.S. export control laws, Foreign Corrupt Practices Act, and special laws relating to contingency contracting)
- Strong verbal and written communication skills.
- Ability to influence key business decisions, drive processes and obtain results.
- Strong analytical and problem solving skills.
- Ability to juggle multiple priorities in a high volume environment.
- Previous experience as a Paralegal or Contracts Analyst.
- 6+ years experience in related field.
- NCMA is preferred, but not required

Required Education:

- BS in Business or related field

Essential Job Functions - General

Physical Tasks involving typical professional environments (typing, carrying paper files, flip charts, etc.)

Capacity to focus on mental tasks for extended periods of time, reason and apply logic to make decisions.

Ability to read, comprehend and communicate complex concepts verbally or in writing in the English language.

About SOC

SOC provides integrated security solutions to civilian and military government agencies worldwide. With more than 6,000 highly trained employees, SOC delivers a comprehensive portfolio of services, including fixed and mobile security, specialized training, humanitarian and development support services and logistics support. We also maintain extensive capabilities to train military, police, and corporate personnel in the latest techniques and force protection strategies, including personal weapon handling, off-road vehicular maneuvering, convoy operations, and a full range of requirements specific to military and SWAT teams. Recognized as a leader in managing complex security programs in high-risk environments, SOC is trusted to safeguard the people and mission-critical infrastructure and assets of a diverse client base. For more information, visit <http://www.soc-usa.com>. SOC, LLC is an Equal Opportunity Employer, M/F/D/V.

To apply, please see link below:

Link to job posting: <https://jobs-soc-usa.icims.com/jobs/1859/job>

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SOC | Sr. Corporate Recruiter

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