

Compliance & Contracts Administrator

Job Description:

- Review all customer Requests for Proposals (RFP)s, Contracts, Purchase orders and Terms and Conditions, and related contractual and compliance documentation to ensure compatibility with organizational norms and practices and VJT's ability to comply
- Prepare project Contract Brief Document for every project to summarize all customer requirements that must be met per contract
- Generate and manage all vendor and subcontractor agreements
- Research all Federal, State and Local requirements identified in all commercial and federal contracts to ensure understanding and ultimately compliance throughout execution of the project
- Review all proposals and agreements before executed.
- As part of the Project Management Team, will be responsible for the documentation deliverables and oversight of the regulatory and compliance aspect of all projects
- Thoroughly review all customer commercial terms and conditions against Company norms and manage deviations to ensure all terms are acceptable to both parties and ultimately satisfied.
- Ensure project deliverables meet the defined scope of work, Technical Proposal and/or customer specifications.
- Work with sales team pre-sale to fully understand project scope and requirements.
- Partner with Human Resources to understand, manage and ensure all OSHA and applicable workplace Health & Safety protocols are met.
- Oversee other compliance and quality related responsibilities and documentation requirements as needed.
- Potential travel to customer sites worldwide to participate in pre and post-sale project discussions, kick off meetings, and/or customer acceptance meetings. Global travel up to 10% of the time

Essential Skills:

- Bachelor's Degree in relevant discipline
- Minimum four (4) years of related contract or project administration experience with at least two (2) years of concentration on contracts and regulatory compliance
- Excellent oral and written communication skills enabling them to effectively communicate both internally and externally using all available methods of communication.
- Sound understanding of the legal issues with ability to interpret key elements of a contract
- Proficiency in establishing, negotiating, and monitoring commercial terms and conditions
- Detail oriented individual with well-established analyzing skills

- Effective problem solver with the ability to thrive in a fast paced, demanding environment and quickly assess situation and take appropriate action.
- Skilled in MS Office Suite and MS Project
- Well defined organizational and time management skills coupled with the ability to operate independently with minimal guidance by management.

Non-Essential Skills:

- Prior experience working with Government Contracts and specifically FAR and DFAR regulations
- Experience working with an ERP or MRP system
- Fluency in multiple languages
- Technical aptitude

Physical & Mental Demands:

- Regularly required to sit, walk, bend and stand in an industrial environment
- Expected to effectively communicate in person, on phone, and via email and other electronic devices on a continual and repetitive basis.
- Will need to repeatedly use hands to finger, handle, feel and operate standard office equipment
- Day to day responsibilities may require lifting, moving, carrying and maneuvering materials up to 25 pounds alone; heavier with assistance.
- Specific vision abilities required include close vision, distance vision and the ability to adjust focus.
- Must be able to fulfill essential job function in a consistent state of alertness and safe manner