



TECHSOURCE[®]

A Science & Engineering Consultancy

Job Title: Contract Administrator/Advisor

Location: Aiken, SC

Position Type: Full-Time

Position Description

- Conducts assessments in support of contract oversight and participates in meetings and contract discussions/debriefs.
- Evaluates and/or monitors general contract compliance by ensuring accord with contractual obligations; and advises management team as required.
- Analyzes on a regular basis labor charges and cost vouchers and creates progress reports on ongoing contracts.
- Supports on-going litigation activities and provides advice when requested
- Contributes to the office team by performing additional office operational tasks as directed.

Required / Preferred Skills

- Excellent and productive interpersonal, facilitation, office, and customer negotiation skills.
- Ability to perform tasks outside of the Contract Administrator's direct responsibilities, including acting as a backup for other office functions.
- Ability to apply a working knowledge of established Federal government policies, guidelines, and procedures for effective contract management.
- Proficient in using Microsoft Office suite and typical office equipment.
- Capability to execute in-depth and meticulous research into contract details.
- In-depth understanding of FAR regulations.
- In-depth understanding of GSA federal supply schedules.
- Experience with cost reimbursement contracts.
- Experience as a warranted Federal Contracting Officer preferred.

Required / Preferred Education & Experience

- 7 or more years of federal contracting experience required.
- DAWIA/FAC-C Level III Certification in Contracting or equivalent required.
- Bachelor's degree with 24 hours of business-related courses OR relevant federal contracting experience (15+ years) desired.





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About TechSource, Inc.

TechSource is a nationally recognized engineering and consulting firm specializing in the management and technical delivery of large-scale nuclear and high-technology projects. TechSource provides direct access to more than 600 experts and industry leaders in the nuclear sciences, non-proliferation technologies, accelerator physics, and systems engineering arenas. TechSource's outstanding technical service has earned the company a client retention rate of over 95 percent.

TechSource is an Equal Opportunity Employer. Minorities, women, persons with disabilities, and veterans are encouraged to apply.