



HYQUEST
CONSULTING
SOLUTIONS,LLC

JUNIOR CONTRACTS ADMINISTRATOR (PART TIME)

We are looking for a dynamic and responsible part-time Junior Contracts Administrator to join our team in Haymarket, Virginia. The Junior Contracts Administrator will provide proposal coordination and acquisition life cycle management support from conception to close out; will be self-directed; and will possess leadership, organizational, communication, and interpersonal skills.

RESPONSIBILITIES

- Perform contract administration cradle-to-grave functions, including pre-award negotiations and data calls, contract review and execution, day-to-day contract administration, and contract closeouts.
- Coordinate all logistical requirements for meetings, teleconferences, and training sessions
- Responsible for proposal coordination, support, and proposal submission
- Ensure all deadlines and conditions described on contracts are met
- Establish contract files and create systems for organizing records
- Negotiate contract terms with internal and external business partners
- Track established contracts with regard to schedules, deliverables, and close out
- Explain terms and conditions to managers and interested parties
- Ensure employees understand and comply with company contracts
- Analyze potential risks involved with specific contract terms
- Stay up-to date with legislative changes and coordinate with the legal department as needed
- Maintain organized system of physical and digital records
- Create language standards for existing and new contracts
- Possess knowledge of Federal Acquisition Regulation (FAR)

REQUIREMENTS

- Two to three years of related work experience in providing contracts/subcontracts support
- Bachelor's degree in business administration/management, accounting, or related field
- Knowledge of government regulations, policies, procedures, and limitations within the scope
- Familiarity with accounting procedures
- Excellent verbal and written communication skills
- Keen attention to detail
- Strong analytical and organizational skills
- Ability to work with varying seniority levels, including staff, managers, and external partners
- Ability to work in a fast-paced environment
- Proficiency in Microsoft Office applications

LOCATION

This opportunity is based in Haymarket, Virginia.

PHYSICAL REQUIREMENTS

The physical requirements are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Other instructions and related duties may be assigned by the employee's manager.

HyQuest Consulting Solutions, LLC, is an Equal Opportunity Employer (EOE), and we seek to create an inclusive workplace that embraces diverse backgrounds.