Position Description: Contracting Officer

Position Summary:

Lead all contractual activities for the MMEC including but not limited to Non-disclosure agreement (NDA), Contracts from our customers, and subcontracts/purchase orders/vendor service agreements, while working with MMEC staff to facilitate smooth business function across the business enterprise.

Essential Job Functions:

- Responsible for every phase of contract development and agreements from legal regulations and negotiating terms to preparing contract. Bachelor's degree or higher in accounting, business admin, econ, finance and/or law.
- Prepare contractual agreements based on client's need and ability to fulfill requirements.
- Collaborate with a team consisting of lawyers, office staff, CEO and CTO.
- Assure terms of contractual agreements are written in language that is legally binding and in accordance with the law.
- Review contract terms and condition to verify they are in compliance with company policies and all applicable federal and state regulations prior to executing an action.
- Ensure sufficient funds are available for obligation.
- Assist in fulfilling terms of or terminate contracts on mutually amicable terms.
- Assist in development of strategic plans in conjunction with program manager, office staff, CEO and CTO.
- Reviews bids from prospective hub members and awards contracts based on price, quality of work, past performance and other factors.
- Prepares solicitation and proposals in accordance with federal regulations, policies and provisions.
- Performs cost/price analysis, including analysis of cost breakdowns to determine reasonableness and conformance to applicable regulations, directives and policy.
- Prepares close out documents to close contracts.
- Negotiates and prepares document for contract modifications.

Qualifications:

- Bachelors degree in business administration
- 10 years experience in contract management within the DoD Space from inside the government or with commercial entities doing business with the DoD
- Flexible and adaptive to the startup work environment