



CONTRACTS & PROPOSAL ADMINISTRATOR Boston (Woburn) or Washington, DC

Aptima is currently seeking an experienced Contracts & Proposal Administrator professional to be located in Aptima's Boston (Woburn), MA or Washington, DC offices.

We are looking for a professional who can confidently and comfortably multi-task, and will be willing to meet work demands in a fashion that requires schedule flexibility during peak periods of activity. The successful candidate must possess excellent written and verbal communication and presentation skills, be able to work independently, and be relationship-oriented with both internal and external customers.

Responsibilities include the following:

- Evaluate Requests for Proposal and other procurement instruments and provide direction to staff and teaming partners regarding compliance
- Prepare compliant cost proposals, inclusive of subcontract and consultant costs
- Prepare all necessary Certifications & Representations related to procurements
- Negotiate terms and conditions and administer awarded procurements
- Prepare all necessary internal initiation paperwork, including Summary Contractual Reviews, Internal Work Orders, and Subcontract Awards
- Work closely with technical staff and program managers to mitigate risk and resolve contractual issues during program performance
- Provide contractually required notices, certificates, and reports
- Evaluate and advise on contractual matters to technical staff
- Maintain appropriate and adequate protection of the company's intellectual property in proposals and under contracts
- Ensure compliance with Aptima's policies and procedures and with government procurement regulations
- Keep management appropriately apprised of activities and emerging issues

Minimum Requirements:

- Bachelor's degree
- 3-5 years of intensive FAR / DFARS contracting experience in a research or services business
- Cost proposal preparation and pricing experience
- Experience with CPFF, FFP, FFP/LOE, and T&M contract types
- U.S. Citizenship and must be able to obtain a Secret Security clearance

Qualified candidates should submit a cover letter, resume/vita, and writing sample (policy or contract letter will suffice) to aptima_personnel@aptima.com with the words "Contracts-Proposal Administrator" in the Subject line.

All applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

EQUAL OPPORTUNITY EMPLOYER M/F, VETS/DISABLED