

*Job posted on 2013-12-19 by joanna.distefano; posting expires on 2014-02-15*

**Employer:** Healthcare Management Solutions, LLC

**Position:** Contracts Manager - Fairmont, WV

**Job Description:** Full Time,

Healthcare Management Solutions LLC (HMS) has an immediate opening for a Contracts Manager in our Fairmont, WV office. The Contracts Manager is responsible for the administration of large government contracts, assuring compliance with the contract terms.

Responsibilities:

- Writing and administering subcontracts.
- Writing and administering teaming agreements.
- Reviewing and writing NDA's as required by the company or teaming partners.
- Participate in preparing responses to RFP's.
- Assisting with preparation of Cost/Business Volumes.
- Negotiating agreements.
- Lead preparation for an initial Contractor Purchasing System Review/POC during the Review.

**Qualifications:** Desired Skills & Experience:

- At least five years of direct experience with government contract management.
- The skill to independently write and administer sub contracts, teaming agreements, and NDAs.
- The skill to manage and understand the contract terms and process, including the ability to understand and analyze the details of an RFP.
- The ability to meet deadlines, a commitment to teamwork, and comprehensive follow-through.
- Exceptional attention to detail and organizational skills.
- Working knowledge of government contracts types, Government Services Administration (GSA) and the FAR.

Minimum Education and Training Requirements:

# Off-Campus Employment

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Minimum of Bachelor's Degree in Business or related field.

**Perferred Major(s):** Undecided or None; Accounting; Interdisciplinary Studies (BA); Management; Marketing; Psychology/Sociology; Regents Bachelor of Arts;

**Application Instructions:** To apply: Please submit a current resume at [www.hcmsllc.com](http://www.hcmsllc.com) by selecting the EMPLOYMENT OPPORTUNITIES tab located at the top right side of the website. For additional information on this position, please contact the HMS Human Resources Department via email: [hr@hcmsllc.com](mailto:hr@hcmsllc.com) or via phone: 304.368.0288.

**Link:** [www.hcmsllc.com](http://www.hcmsllc.com)