

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 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 or via phone: 304.368.0288.

Link: www.hcmsllc.com