

Alenia North America Inc.
Position Description

Date: 9/7/2010

Job Title: Sub-Contracts Manager

Location: Washington, DC

Business Unit/Department: Procurement and Supply Chain Management Team

Position Summary:

Alenia North America is seeking a highly qualified and experienced individual for the position of Sub-Contracts Manager. This individual will need to have extensive experience in procurement, supply chain management and a variety of contract types. This position will be supporting the Procurement and Supply Chain Management team.

Position Responsibilities:

- Analyze procurement requests to determine requirements, appropriate method of contracting, type of contract, and procurement plan.
 - Recommend changes to statements of work/specifications, funding arrangements, and technical and performance criteria.
 - Coordinate procurement plan with requestor(s)/technical representative.
 - Develop complex procurement/contractual documents inclusive of determining standard and non-standard terms and conditions.
 - Leading pre-bid/proposal conferences and negotiations.
 - Analyze bids/proposals for compliance with guidelines.
 - Analyze cost and pricing data and contractor responsibility where comparative data may be lacking.
 - Recommend award of contracts.
 - Carry out a variety of post award functions (monitor contracts, evaluate audit and technical performance reports, interpret and provide advice/guidance on contractual provisions, negotiate contract modifications, process terminations, conduct close-outs).
 - Analyze and interpret technical requirements, to include mandatory specifications for aircraft parts.
 - Ensure acquisition strategies are in compliance with FAA, Federal Acquisitions Requirements and other appropriate laws and regulations.
 - Manage and procure materials.
 - Monitor and expedite purchase orders.
 - Negotiate terms and pricing for materials and services.
 - Conduct site visits to rate vendor's production capabilities.
 - Support repair turn-around times for both under warranty and for post warranty.
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Position Requirements:

Bachelor's degree with a major in any field which includes at least 24 hours in any combination of the following fields: accounting, business administration, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Experience:

- Pre-award, award and post-award functions for the procurement of major equipment and/or systems (electronic systems, IT systems).
 - Aerospace and Defense experience is important but not required.
 - Use a variety of contract types: In example:
 - Firm-fixed price
 - Fixed-price
 - Fixed-price-economic-price-adjustment
 - Cost-plus-fixed-fee
 - Cost-plus-award-fee
 - Cost-plus-incentive-fee
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The above statements are intended to describe the general nature and level of work being performed. They are not intended to be a list of all responsibilities, duties and skills required. Specific duties may change without notice.