

**Alenia North America Inc.**  
**Position Description**

**Date:** 11/12/09

**Job Title:** Contract Negotiator

**Location:** Reston, VA

**Business Unit/Department:** Procurement and Supply Chain Management Team

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**Position Summary:**

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

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**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:**

**Education:**

- 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.

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**Experience:**

- At least 5 years of experience in:
  - o Pre-award, award and post-award functions for the procurement of major equipment and/or systems (electronic systems, IT systems).
  - o Aerospace and Defense experience is desired but not required.
  - o Experience with contract negotiation and business strategy definition
  - o Use a variety of contract types (for example):
    - Firm-fixed price
    - Fixed-price
    - Fixed-price-economic-price-adjustment
    - Cost-plus-fixed-fee

**Alenia North America is an EEO-M/F/D/V employer.**

**Revised 12/2/2009**

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- Cost-plus-award-fee
  - Cost-plus-incentive-fee
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**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*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.*

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**Revised 12/2/2009**