

Alenia North America Inc.
Position Description

Date: 11/12/2009

Job Title: Procurement Manager

Location: Reston, VA

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 Procurement 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.

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:
 - o Firm-fixed price
 - o Fixed-price
 - o Fixed-price-economic-price-adjustment
 - o Cost-plus-fixed-fee
 - o Cost-plus-award-fee
 - o Cost-plus-incentive-fee

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

Revised 12/1/2009

**Alenia North America Inc.
Position Description**

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 12/1/2009