

## **Career Opportunities**

### **CONTRACTS MANAGER**

**FIBERTEK, Inc.** A top 100 NASA Prime Contractor and recognized U.S. Army Communications-Electronics Command (CECOM) Small Business. Fibertek is a well-renown small business providing Government and Aerospace customers with laser and electro-optical instrumentation technologies typically used for fielded systems both terrestrial and spaceflight platforms. Fibertek primary customers are DoD and NASA. We also provide on-site technical support to the US Army and NASA through our engineering services contracts.

### **Fibertek has an immediate career opportunity available for a Contracts Manager at its location in Herndon, Virginia**

#### **Job Overview:**

Fibertek, Inc. has an immediate opportunity for a **CONTRACT MANAGER**, in Herndon, VA. This role will provide contract leadership to the business and program leaders of Fibertek. Candidate will be responsible for all aspects of the pricing and contracting process including solicitation analysis, proposal preparation, fact finding, negotiation, contract administration, and contract closeout. Involves independent judgment and analysis of significant issue identification and resolution.

#### **Highlights of Responsibilities:**

- Negotiate and administer cost type, fixed price and T&M contracts from cradle to grave in accordance with applicable laws and customer requirements.
- Proactively engage program managers to ensure that programs are meeting contractual requirements (cost, funding, schedule, and deliverable obligations).
- Respond to complex internal and external customer inquiries regarding contract obligations, identify risks and issues, and suggest alternatives that lead to the best solution.
- Provide pricing and cost proposal preparation support including RFP evaluation, direct and indirect rate build-up, and negotiation of terms and conditions. Responsible for submitting proposals and “data calls” within the customer’s timelines and must be able to respond to DCAA proposal audits.

#### **Basic Qualifications**

- Master’s Degree or Bachelor’s Degree plus 2+ years’ experience.
- A CPCM or CFCM certificate may be substituted for 2 years’ experience
- Must be proficient in Microsoft Excel and Microsoft Word, and have good knowledge of FAR, DFAR, and applicable CFR statutes.
- Experience with Deltek Costpoint accounting system preferred.
- Ability to manage multiple projects simultaneously.
- Must be self-motivated and detailed oriented, have excellent customer service skills, and be able to work independently or as part of a team. Candidate must possess strong analytical, oral, and particularly superior written communication skills as well as negotiation skills. Candidate will report to the Director of Contracts.
- U.S. Citizenship required.

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**



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- General office environment, No special physical demands required. Some lifting and/or moving up to 10 pounds required.

**The employer reserves the right to revise or change this description. This description does not constitute a written or implied contract of employment.**

To explore this opportunity further, please send your resume to [jobs@fibertek.com](mailto:jobs@fibertek.com).

**Fibertek, Inc. is an equal opportunity and affirmative action employer. Applicants are considered regardless of race, color, religion, sex, disability, veteran status, or any other protected characteristic in accordance with applicable law.**