

FIBERTEK, INC.

AN ADVANCED PHOTONICS COMPANY

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Subcontracts Administrator

Fibertek, Inc. (www.fibertek.com) is a leading developer of electro-optical systems for the aerospace community, with key contributions to earth-sensing, laser communications, and lidar sensors for NASA, DoD, and commercial customers. We are seeking a motivated, career and customer-oriented Subcontracts Administrator to join our team in Herndon, VA. The successful candidate will perform a variety of subcontract functions to support the Subcontracts Manager, multiple divisions and various types of contract vehicles (CPFF, T&M, and FFP).

Your Job

The Subcontracts Administrator should have a strong knowledge of legal procedures and policies and know how to review contracts on a consistent basis. They are also responsible for cradle to grave subcontract administration of a high volume of subcontracts. You will join an agile small business that has a dedicated team of technology and business leaders with 35 years of success behind them. Your role will include:

- Developing and negotiating subcontract agreements, work statements, terms and conditions, prepare requests for RFPs, analyze and evaluate proposals, issue delivery orders and modifications in Costpoint, transmit vendor packets to new subcontractors, assist accounts payable with invoice approvals and accuracy, monitor subcontracts to ensure timely billings, monitor the period of performance of all subcontracts, prepare sole source justifications, prepare subcontract close outs, and other subcontract duties as assigned.
- Maintain subcontract files in compliance with Fibertek's values, policies, procedures, and practices.
- Obtain and maintain required subcontractor certifications and representations, including System for Award Management (SAM) registrations, insurance certificates, and other required documents.

Desired Skills and Experience

- 5+ years of experience in Federal Government Contracting. Professional certifications (CPCM/CFCM) are a plus. Years of experience in related field can be considered in lieu of degree.
- General knowledge of FAR and DFAR regulations coupled with an overall understanding of Government contracting practices
- Proficiency in MS Office Applications (Word, Outlook, Excel)
- Experience with Costpoint is a plus
- Excellent verbal, interpersonal and written communication skills
- Team player with the ability to multi-task and work in a fast-paced high-volume environment
- Self-motivated and detail-oriented
- Strong analytical, problem-solving, organizational, critical thinking and decision-making capabilities
- Ability to work with all levels of internal staff, subcontractors and Government customers
- U.S. Citizenship required
- Ability to obtain and maintain a security clearance

Why Fibertek, Inc?

FIBERTEK, Inc. is a recognized leader in advanced laser, lidars and laser communication systems providing our DoD, NASA and Aerospace customers discriminating capabilities. We pride ourselves in our innovation and customer success focused culture enabled by a creative and relaxed work environment with minimal bureaucracy. Fibertek is in the center of northern Virginia's technology corridor and near the world-class cultural venues in our nation's capital and a wide range of outdoor activities offered in the Blue Ridge Mountains and Chesapeake Bay areas. We are within walking distance of the DC metro station opening in 2020. Fibertek fosters a progressive learning environment that values inspiration, promotes professional challenge and encourages personal growth. We offer competitive and incentivized compensation package with excellent benefits. Relocation assistance will be available.